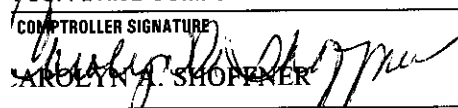

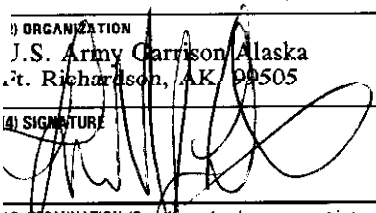
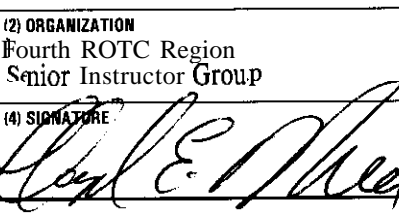


# SUPPORT AGREEMENT

1. AGREEMENT NUMBER (Provided by Supplier) <b>W81MUX-02312-126</b>	2. SUPERSEDED AGREEMENT NO. (If this replaces another agreement) <b>WC1SH3-96150-126</b>	3. EFFECTIVE DATE (YYYYMMDD) <b>20021108</b>	4. EXPIRATION DATE (May be "Indefinite") <b>Indefinite</b>
5. SUPPLYING ACTIVITY <b>NAME AND ADDRESS</b> U.S. Army Garrison Alaska Directorate of Resource Management TTN: <b>APVR-RRM-DRIS</b> 100 Richardson Dr. #6250 Fort Richardson, AK 99505-6250		6. RECEIVING ACTIVITY <b>a. NAME AND ADDRESS</b> Fourth Reserve Officer Training Corps Region Senior Instructor Group University of Alaska-Fairbanks Patty Building, Room 115 Fairbanks, AK 99755-1160	
7. MAJOR COMMAND <b>Installation Management Agency (IMA)</b>		8. MAJOR COMMAND <b>Training and Doctrine Command (TRADOC)</b>	

SUPPORT PROVIDED BY SUPPLIER SUPPORT (Specify what, when, where, and how much) See attached Support Category, Program Directors and matrix beginning on page 3.  7th Signal Battalion  -123d Aviation Regiment  Directorate of Public Works  Directorate of Logistics  Directorate of Community Activities  Directorate of Plans, Training, Security and Mobilization		9. BASIS FOR REIMBURSEMENT  Automated Data Processing Automation Equipment Repair Document Management Message and Data Processing Postage Service Telephone Systems Mgmt.  Aviation Support  Housing Services  Ammunition Storage Central Issue Facility Equipment Maintenance Food Services Laundry and Dry Cleaning Storage and Warehousing Supply Management Transportation Services  Education Services Technical and Legal Libraries  Airfield Support Training Services	10. ESTIMATED REIMBURSEMENT  Actual Cost Actual Cost Actual Cost Actual Cost Actual Cost Actual Cost  Actual Cost  Actual Cost  Actual Cost Actual Cost Actual Cost Actual Cost Actual Cost Actual Cost  Actual Cost Actual Cost  Actual Cost Actual Cost
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			

11. SUPPLYING COMPONENT a. CONTROLLER SIGNATURE  CAROLYN A. SHOPPEN		b. DATE SIGNED <b>15 Oct 02</b>	
c. APPROVING AUTHORITY (1) TYPED NAME <b>REDRICK J. LEHMAN, COL, SC, Garrison Commander</b>		12. RECEIVING COMPONENT a. CONTROLLER SIGNATURE  LTC WILLIAM F. MANGANO	
b. DATE SIGNED <b>21 Oct 02</b>		c. APPROVING AUTHORITY (1) TYPED NAME <b>LLOYD E. MUES, COL, FA, Brigade Commander</b>	
(2) ORGANIZATION <b>J.S. Army Garrison Alaska Fort Richardson, AK 99505</b>	(3) TELEPHONE NUMBER <b>(907) 384-2175</b>	(2) ORGANIZATION <b>Fourth ROTC Region Senior Instructor Group</b>	(3) TELEPHONE NUMBER <b>253.967.6013</b>
d. SIGNATURE 	(5) DATE SIGNED <b>8 Nov 02</b>	(4) SIGNATURE 	(5) DATE SIGNED <b>OCT 29 2002</b>
13. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)			
a. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED	c. APPROVING AUTHORITY SIGNATURE	d. DATE SIGNED

**11. GENERAL PROVISIONS** *(Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)*

- a. The receiving components will provide the supplying component projections of requested support. *(Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)*
- b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of APVR-RRM-DRIS and Fourth ROTC Region prior to changing or cancelling support.
- c. The component providing reimbursable support in this agreement will submit statements of costs to: see Attachment IV, page 9, paragraph 8
- d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.
- e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.
- f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.

ADDITIONAL GENERAL PROVISIONS ATTACHED:

☒ YES ☐ NO

**12. SPECIFIC CONDITIONS** *(As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)*

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:

☒ YES ☐ NO

PD	Responsible Activity and Support Category	SBC No.	Basis of Reimbursement	Reimbursable Cost	POC	Phone No.	ISA Page No.
<b>G1</b>	<b>Adjutant General (AG)</b>						
	Equal Opportunity	a93	Non-reimbursable		EO Advisor/FRA EO Advisor/FWA	384-2162 353-9234	15
	Mortuary Services	b04	Actual costs not applicable to open allotment		Plans and Ops./FRA	384-2605	16
	Personnel Manning and Services (Military)	a07 a08	Non-reimbursable		Plans and Ops./FRA	384-2605	17
	Retired Affairs		Non-reimbursable		Retired Services/FRA	384-3500	18
<b>G2/G3</b>	<b>Directorate of Plans, Training, Security and Mobilization (DPTSM)</b>						
	Airfield Support		Civilian overtime and landing fees		Aviation Support/FWA	353-6402	19
	Ammunition Ordering	a23	Customarily non-reimbursable		Ammo Manager/FRA	384-2012	20
	Audio and Visual Information Support	a16	Customarily non-reimbursable		Photo/FRA Photo/FWA Graphics/FRA Graphics/FWA	384-7183 353-6268 384-7179 353-6208	21
	Disaster Preparedness	b16	Non-reimbursable		Plans Officer/FRA Plans Officer/FWA	384-2284 353-9973	23
	Mobilization Support	b03	Non-reimbursable		Mobilization/FRA Mobilization/FWA	384-2218 353-9973	25
	Range Use		Customarily non-reimbursable		Range/FRA Range/FWA	384-6233 353-1242	26
	Security Services (Personnel, Information Systems and Information)	a18 to a21	Customarily non-reimbursable		Personnel Sec. Systems Sec. Information Sec./FRA	384-2191 384-2271 384-1690	27
	Training Services (Military)	b05	Travel, tuition, instructor cost		Training/FRA Training/FWA	384-1153 353-2115	28
<b>G4</b>	<b>Directorate of Logistics (DOL)</b>						
	Aerial Delivery (Parachute Packing and Rigging of Heavy Drop Loads)		DoD non-reimbursable; non-DoD actual cost of specialized crating and materials		Aerial Delivery/EAFB	552-8333	29
	Ammunition Storage and Inspection (by Receiver)	a23	Service outside normal duty hours		Ammo Branch/FRA Ammo Branch/FWA	384-3222 353-6517	30
	Ammunition Storage and Inspection (by Supplier)	a23	Labor, materials, equipment, fuels, for non-QASAS resources	WG-07 OT: \$32.41/hr.	Ammo Branch/FRA ASP/FWA QASAS/FWA	384-3222 353-6517 353-6593	31
	Central Issue Facility (CIF)	a25	Cost of lost, damaged, destroyed or non-returnable items	CS-09 OT: \$27.27/hr.	Central Issue/FRA Central Issue/FWA	384-1828 353-6352	32
	Equipment Maintenance	a27	Actual cost for shop rates/parts or contractor cost	Shop Rate: \$47.93	Maintenance/FRA Maintenance/FWA	384-2419 353-1633	34
	Equipment Maintenance, Repair and Calibration (AMC)	a27	Actual cost for shop rates/parts or contractor cost	Shop Rate: \$47.93	Maintenance/FRA Maintenance/FWA	384-2419 353-1633	36
	Food Services: a. Advisor and Dining Facilities b. Troop Issue Subsistence	a29	a. Customarily non-reimbursable b. Current Defense Supply Center Philadelphia (DSCP) price at time of issue		Food Service/FRA Food Service/FWA Troop Issue/FRA Food Service/FWA	384-1823 353-6646 384-2377 353-6479	37

PD	Responsible Activity and Support Category	SBC No.	Basis of Reimbursement	Reimbursable Cost	FOC	Phone No.	ISA Page No.
G4	<b>Directorate of Logistics (DOL)</b>						
	Laundry and Dry Cleaning (Organizational Clothing and Equipment)	a30	Piece/bulk prices based upon the type of item and the prevailing contract or in-house rate		QM Laundry/FRA QM Laundry/FWA	384-1901 353-7648	39
	Laundry and Dry Cleaning (Personal Clothing)	a30	Prevailing contract or in-house rate		QM Laundry/FRA QM Laundry/FWA	384-1901 353-7648	40
	Petroleum Retail Diesel Fuel Arctic (DFA) Motor Unleaded Regular (MUR) Sewing (Personal Clothing)	a24	Actual cost of purchase or services	DFA: \$1.10 MUR: \$1.07	Petroleum Branch/FRA Petroleum Branch/FWA	384-1843 353-2662	41
	Storage Facility	a30	Prevailing contract or in-house rate		QM Laundry/FRA QM Laundry/FWA	384-1901 353-7648	42
	Supply Management	a26	Non-reimbursable IAW AR 525-25, AR 115-10 and USARAK 115-1		Warehouse/FRA Warehouse/FWA	384-2801 353-6577	43
	Transportation Services:	a26	Direct charges (for packing; includes civilian labor and supplies i.e., boxes, banding materials.)	WG-06: \$20.32/hr. GS-05: \$12.34/hr.	CIPBO/FRA CIPBO/FWA	384-7170 353-7796	44
	a. GSA Vehicle Support	a28	Lease mileage and maintenance cost of vehicles; cost of operator/drivers; and for actual cost of damage taken from the billing documents received from GSA	WG-08 OT: \$29.64/hour Bus: 35.33/day and .38/mile Truck: \$36.88/day and .445/mile	Chief/FRA Motor Trans./FRA Motor Trans./FWA	384-1805 384-1432 353-1757	45
	b. Freight	a28	Civilian overtime labor	GS-07 OT: \$22.94/hr.	In/Out Bound/FRA	384-1808	47
	c. Passenger Travel	a28	Civilian overtime labor	GS-07 OT: \$22.94/hr.	Travel/FRA	384-1810	47
G5	d. Personal Property Shipment	a28	Civilian overtime labor	GS-07 OT: \$22.94/hr.	Transportation/FRA	384-1814	47
	<b>Public Affairs Office (PAO)</b>						
	Community Relations, News Media and Information Strategies	a84 to a86	Non-reimbursable		Pub. Affairs Off./FRA Pub. Affairs Off./FWA	384-1542 353-6071	48
	<b>DOIM/59th Signal Battalion</b>						
G6	Automated Data Processing Services	a18 to a20	Actual cost for output, run time, and disk space consumed		59th Signal/FRA	384-0146	49
	Automation Equipment Repair and Maintenance	a27	Contract cost and/or in-house parts and labor		59th Signal/FRA 59th Signal/FWA	384-0117 353-7005	51
	Document Management	a17	Customarily non-reimbursable		59th Signal/FRA	384-0146	52
	Mail Service	a17	Non-reimbursable		Mail and Dist./FRA Mail and Dist./FWA	384-0307 353-6898	53
	Message and Data Processing	a15	Actual cost for user unique requirements		TCC/FRA	384-2231	54
	Postage Service (Mail)	a17	Actual cost		Mail and Dist./FRA Mail and Dist./FWA	384-0307 353-6898	55

PD	Responsible Activity and Support Category	SBC No.	Basis of Reimbursement	Reimbursable Cost	POC	Phone No.	ISA Page No.
<b>G6 DOIM/59th Signal Battalion (cont.)</b>							
	Telephone Systems Management	a15	Long distance charges and applicable incremental costs (to include <del>operator services</del> , directory assistance, dialing assistance, etc.)		Telephone Maint./FRA	384-0173	56
<b>DPW Directorate of Public Works (DPW)</b>							
	Housing Services	a50	Non-reimbursable		Housing/FRA Housing/FWA Furnishings/FRA Furnishings/FWA	384-0309 353-1655 384-0092 353-7322	57
<b>Other Units/Program Directors</b>							
716 <sup>th</sup> EOD	Explosive Ordnance Disposal	b02	IAW AR 75-15/AFJI 32-3002		MP Desk/FRA 716 <sup>th</sup> EOD/FRA	384-0823 384-7603	59
267 <sup>th</sup> FI BN	Finance Support Services		Non-reimbursable		Operations/FRA Operations/FWA	384-2038 353-1336	60
4-123	Logistical Air/Helicopter Support		Current flying hour program		S-3 LNO/FWA Commander/FWA	353-9123 353-9763	61
FM	Police Services a. Law Enforcement Services b. Physical Security c. Vehicle/eapons Registration	a77 a78	a. Non-reimbursable h. Special requirements c. Special requirements		Law Enforcement/FRA Law Enforcement/FWA	384-0825 353-7886	62
Chap	Chapel and Chaplain Services	a82	Non-reimbursable		Inst. Chaplain/FRA Inst. Chaplain/FWA	384-2124 353-9825	64
CMD GP	Command Support	a87 to a91	Non-reimbursable		Chief of Staff/FRA	384-2180	65
<b>Other Units/Program Directors</b>							
DCA	Child and Youth Services	a11	Individual user fees		Child and Youth Services/FRA	384-2031	66
	Army Community Services	a10	Non-reimbursable		DCA Director/FRA	384-1502	67
	Education Services	a14	Tuition cost and user fees		Education Officer/FRA	384-0970	68
	Morale, Welfare and Recreation Activities	a13	Individual user fees		CFAM/FRA CFAM/FWA	384-2053 353-2645	69
	Substance Abuse Program	a09	Non-reimbursable		ASAP/FRA ASAP/FWA	384-1418 353-1377	71
	Technical and Research Library	a14	Special purchases unique to Receiver requirements		Librarian/FRA Librarian/FWA	384-0301 353-7297	72
	Transient Lodging Services	a51	Individual cash basis for guest housing or transient accommodations		Lodging/FRA Lodging/FWA	384-0436 353-7726	73
DOC	Purchasing and Contracting Services	a74 a75	Customarily non-reimbursable		Procurement Analyst/FRA	384-7358	74
EEO	Equal Employment Opportunity (EEO) Services	a92	Customarily non-reimbursable		EEO Office/FRA EEO Office/FWA	384-2080 353-9063	75

PD	Responsible Activity and Support Category	SBC No.	Basis of Reimbursement	Reimbursable Cost	POC	Phone No.	ISA Page No.
<b>Other Units/Program Directors (cont.)</b>							
<b>IG</b>	Inspections, Investigations, and Complaint Assistance	a87 to a89	Non-reimbursable		Inspector General/FRA Inspector General/FWA	384-0323 353-6204	76
<b>Safety</b>	Safety and Occupational Health	a95	Off-post inspections include travel and per diem		Director/FRA Director/FWA	384-2329 353-7412	77
<b>SJA</b>	a. Administrative and Civil Law b. Claims Support and Legal Assistance c. Courts Martial Jurisdiction	a79 to a81	a. Non-reimbursable b. Non-reimbursable c. Actual cost		SJA/FRA SJA/FWA	384-0420 353-6534	78
				<b>Actual Cost</b>			

ATTACHMENTS TO		DESCRIPTION	PAGE NO.
ISA 126			
Attachment I	I	support category, Program Director and POC Matrix	3
Attachment II		Standard Provisions	7
Attachment III		Distribution List	10
Attachment IV		Financial Provisions/Cost Calculations	11
Attachment V		Specific Provisions	15

Standard Provisions

1. The purpose of this Intraservice Support Agreement (ISA) is to establish guidelines and procedures for providing administrative and logistical support to the Fourth Reserve Officer Training Corps (ROTC) Region Senior Instructor Group, University of Alaska-Fairbanks, hereafter referred to as the Receiver, by U.S. Army Garrison Alaska (USAG-AK), hereafter referred to as the Supplier. The support addressed in this ISA is provided by USAG-AK command elements at Forts Richardson (FRA) and Wainwright (FWA), Alaska in coordination with, and subsequent to, the approval of the Receiver.

NOTE : In accordance with the 5 December 2001 Assistant Chief of Staff for Installation Management (ACSIM), and subsequent U.S. Army Pacific (USARPAC) guidance, USAG-AK is scheduled to institute Army Baseline Services (ABS) for Army-to-Army customers during EY 03. Due to the requirement to cross-level resources to meet ABS levels, the ability of USAG-AK to provide various services identified under the terms of this agreement may require revision/renegotiation.

In FY 03 the Army will implement the Transformation Installation Management (TIM) initiative. Additionally, there is an expected increase of Army personnel assigned to FRA and FWA, due to projected force structure modifications in FY 04. Due to these changes, the ability of USAG-AK to provide various services identified under the terms of this agreement may require revision/renegotiation.

2. This ISA is authorized and written in accordance with (IAW) Department of Defense Instruction (DoDI) 4000.19, Army Regulation (AR) 5-9, Defense Finance and Accounting Service-Indianapolis (DFAS-IN) Regulation 37-1 and USCINCPACINST 4000.2N. Any USARPAC supplements to these Army regulations also apply.

3. Receiver's mission: Recruit, retain and develop leaders

4. Review the Financial Provisions of this agreement annually, or as requested by either the Supplier or Receiver. Review the Specific Provisions triennially, or as requested by either the Supplier or Receiver. Forward all contested matters of support contained herein to respective higher headquarters for disposition and further direction.

5. Receiver does not maintain any use of any building located on Forts Richardson or Wainwright.

6. Costs for individual damage will be recouped from the individual ROTC member assigned to housing at Ft. Wainwright through the Report of Survey or Government Claims Process. Receiver agrees to cooperate with this process.

7. Receiver personnel must abide by all post and installation regulations, directives, and policies, to include postal, fire, safety, security, and similar administrative procedures. Receiver personnel are permitted use of post and installation facilities in accordance with applicable regulations.

Standard Provisions  
(continued)

8. Should the Receiver fail to accept full quantity of reimbursable support provided for herein, the Supplier will make reasonable efforts to absorb and/or redistribute excess supplies or services. If redistribution or absorption cannot be accomplished, the Receiver shall reimburse (the Supplier) for any losses incurred by the Supplier.

9. If the Receiver requires available service not addressed within this agreement, the Receiver may submit a DD Form 448, Military Interdepartmental Purchase Request (MIPR) to the applicable budget office of the organization providing such service. If service is required on a recurring basis (defined in general by USARPAC Regulation 5-1 as three times per year over two years or more), the Receiver will submit a written request to incorporate additional service(s) into this agreement. Submit request to U.S. Army Garrison Alaska, Defense Regional Interservice Support (DRIS) Office, ATTN: APVR-RRM-DRIS, 600 Richardson Drive #6250, Ft. Richardson, AK 99505-6250.

10. Services are provided during posted hours of operation. Services shall be equal to those provided to the Supplier's own military force and within established USAG-AK standards and guidelines. The Specific Provision narratives verified each Fiscal Year (FY) is the documented quality, quantity, frequency, and timeliness of a service. NOTE: Reserve Component (RC) priority of Morale, Welfare and Recreation (MWR) support is IAW AR 215-1.

11. Services offered by other agencies located within close proximity of USAG-AK Command elements include: Printing by the Defense Automated Printing Service (DAPS), DFAS by the Defense Military Pay Office (DMPO), and medical services by the U.S. Army Medical Activity, Alaska (MEDDAC-AK).

12. This agreement will remain in effect during implementation of Operation Plans (OPLANS) to the best ability of the Supplier.

13. Receiver point of contact:

Fourth ROTC Region Senior Instructor Group  
University of Alaska-Fairbanks  
Patty Building, Room 115  
Fairbanks, AK 99755-1160

14. Supplier point of contact:

U.S. Army Garrison Alaska  
Director of Resource Management  
ATTN: APVR-RRM-DRIS  
600 Richardson Dr. #6250  
Ft. Richardson, AK 99505-6250  
Phone: (907) 384-7094/Fax: (907) 384-6122  
AK Defense Service Network (DSN) Access Code: 317

NOTE : This support agreement was coordinated and prepared by Support Agreement Analyst Barbara Ringland.



Standard Provisions  
(continued)

15. Commercial Activities Stipulations IAW AR S-20, dated 1 October 97.

a. INTERSERVICE SUPPORT AGREEMENTS: Support agreements with other Army, Navy, or Air Force installations or with other DoD activities are not governed by AR S-20, with the following two exceptions: (1) A cost competition study is required when a Support Agreement with another DoD activity would result in a change to or from contract performance; (2) pursuant to OMB Circular A-126, a cost competition study shall be conducted before providing aviation services (DA Pam 5-20, Appendix C).

(1) USAG-AK Directorates involved with the support outlined in this agreement have evaluated the support and have determined that it DOES NOT result in a change to or from contract performance, therefore a cost competition study is not required.

(2) A Commercial Activity is defined by AR 5-20 as an activity providing a product or service that can be performed by a private source. AR 5-20 defines recurring Commercial Activities as one that is required by the Government on a consistent and long-term basis. This definition does not imply an hourly, daily, monthly or annual requirement, but must, in a general sense, be repetitive in nature, wherein the expected workload can be reasonably estimated.

Distribution List

- 1 - USARPAC, ATTN: APLG-PM, Ft. Shafter, HI 96858-5100
- 1 - DFAS, Pacific-Operating Location, ATTN: DFAS-PC/AOAA, Pearl Harbor, HI 96860-7553
- 1 - CPOC
- 1 USAG-AK DRM ASIP Manager
- 1 - Fourth Region ROTC, UAA - Fairbanks

NOTE: Those activities within USAG-AK that require OR are interested in either viewing or printing out this agreement refer to the Directorate of Resource Management (DRM) website at <http://www.usarak.army.mil/DRM/> and go to the DRIS webpage.

Financial Provisions

1. Mission-unique, above-base level of support (i.e. measurable direct incremental costs) is reimbursable and is charged IAW DA policies and DoD instructions throughout the duration of this agreement. Categories identified as "Customarily Non-reimbursable" (CN) are generally provided at no cost to the Receiver. However, the Supplier may charge the Receiver for incremental CN costs (i.e. special requirements, supplies/materials, and civilian overtime or over hire), which are directly attributable to the Receiver. NOTE: Currently and into the near future, numerous installation functions will be under A-76 studies, resulting in the possible conversion to contracts. If future services convert to contractual arrangements, charges identified within this agreement will be IAW applicable contract terms and costs.

2. Reimbursable charges are "best estimates" calculated through the effective date of this agreement. The reimbursement basis (unit charge) for all support categories is subject to annual review by the performing directorate. As such, annual charges to the Receiver are subject to revision, i.e., to reflect change in operation costs and/or inflationary conditions. NOTE: Although the DoDI requires that costs be reviewed annually to ensure continued accuracy of estimated reimbursements, limiting factors may preclude accomplishment. In such a case, inflation rates designated within the DoD Comptroller's Annual Inflation Guidance will be applied to any estimated costs within this agreement.

3. Billings for civilian labor are subject to additional charges to cover civilian personnel fringe benefits, plus an additional 25% for the Cost of Living Allowance (COLA) when General Schedule (GS) employees are utilized. Contract labor is charged at contract cost. Overtime labor must be authorized in advance and is charged at prevailing rates. NOTE: Current year (FY 03) fringe benefit charges = 24.5% (DoD rate) and 32.9% (others rate). The civilian personnel benefits rate fluctuates annually.

4. Support provided through contractual arrangements is charged at the contracted rate. Price for supplies is derived from standard price lists or equivalent guidance.

5. General Procedures:

a. The Receiver will provide a MIPR (or mutually agreed upon documentation) to the Supplier for any required support. [See paragraph 11 (below) for select addresses.] The MIPR will reflect a complete accounting classification to be charged and it will include a point of contact and telephone number. The Receiver and Supplier will verify annually that a correct bill-to address is on record with DFAS.

b. The Supplying activities will forward a DD Form 448-Z (Acceptance of MIPR) to the Receiver acknowledging a commitment to provide any requested support.

6. Billing Procedures: The DFAS, Pacific-Operating Location (OPLOC), Pearl Harbor, Hawaii process billings at the close of each month. Billings are processed under cross disbursing procedures [Transactions By Others (TBO)/Transactions For Others (TFO)]. This self-reimbursement (no check drawn) procedure is IAW DFAS-IN Regulation 37-1. The Voucher for Transfer between Appropriations and/or Funds (and substantiating documents) will cite the applicable MIPR number, and will be forwarded to the Receiver's bill-to address as reflected in paragraph 7 below.

**Financial Provisions**  
(continued)

7. Receiver's DODAAC: WC1JTO Receiver's UIC: WC1NV01

Receiver's bill-to address:

Fourth ROTC Region Senior Instructor Group  
University of Alaska-Fairbanks  
Patty Building, Room 115  
Fairbanks, AK 99755-1160

8. Supplier's **accounting** office address:

Commander  
Defense Finance Accounting Service  
Pacific-Operating Location  
ATTN: DFAS-PC/AOAA  
477 Essex Street, Box 1392  
Pearl Harbor, HI 96860-5806

9. Manpower of activity supported:

FWA	Total	
3		Officers
		Warrant Officers
2		Enlisted
2		Civilian
	7	Total

Financial Provisions  
(continued)

10. Submit MIPRs (or other mutually agreed upon non-DoD funding documents) to the supplying activities as follows:

<u>Activity</u>	<u>Categories (Services)</u>	<u>Amount</u>
U.S. Army Garrison Alaska	Automated Data Processing Services	
59th Signal Battalion	Automation Equipment,	
ATTN: AFSP-ASD	Repair/Maintenance	
600 Richardson Dr. #7100	Document Management	
Ft. Richardson, AK 99505-7100	Message and Data Processing	
	Postage Service	
	Telephone Systems Management	
	<b>TOTAL MIPR AMOUNT:</b>	<u>Actual Cost</u>
U.S. Army Garrison Alaska	Airfield Support	
Directorate of Plans, Training, Security and Mobilization	Audio and Visual Information support	
ATTN: APVR-RPTM-RM	EOD Support	
600 Richardson Dr. #6300	Training Services	
Ft. Richardson, AK 99505-6300		
	<b>TOTAL MIPR AMOUNT:</b>	<u>Actual Cost</u>
U.S. Army Garrison Alaska	Education Services	
Directorate of Community Activities	Technical and Legal Libraries	
ATTN: APVR-RCA-RMA		
Headquarters Loop		
Ft. Richardson, AK 99505-6600	<b>TOTAL MIPR AMOUNT:</b>	<u>Actual Cost</u>
U.S. Army Garrison Alaska	Ammunition Storage	
Directorate of Logistics	Equipment Maintenance	
ATTN: APVR-RDL-AB	Equipment Maintenance, Repair and Calibration	
977 Davis Highway	Food Services	
Ft. Richardson, AK 99505-7000	Laundry and Dry Cleaning	
	Storage and Warehousing	
	Supply Management	
	Transportation Services	
	<b>TOTAL MIPR AMOUNT:</b>	<u>Actual Cost</u>

Financial Provisions  
(continued)

<u>Activity</u>	<u>Categories (Services)</u>	<u>Amount</u>
U.S. Army Garrison Alaska	Police Services	
Directorate of Resource Management	Security Services (Special Requirements)	
ATTN: APVR-RRM-BB	CIF	
600 Richardson Dr. #6250		
Ft. Richardson, AK 99505-6250	<b>TOTAL MIPR AMOUNT:</b>	<b><u>Actual Cost</u></b>
U.S. Army Garrison Alaska	Housing Services	
Directorate of Public Works		
ATTN: APVR-RPW-BMF		
730 Quartermaster Rd.		
Ft. Richardson, AK 99505-6500	<b>TOTAL MIPR AMOUNT:</b>	<b><u>Actual Cost</u></b>
U.S. Army Alaska	Aviation Support	
Commander 4-123 Aviation Regiment		
ATTN: APVR-WAB-S3		
Ft. Wainwright, AK 99703-8505	<b>TOTAL MIPR AMOUNT:</b>	<b><u>Actual Cost</u></b>

G-1 Adjutant General

**EQUAL OPPORTUNITY**

**SUPPLIER WILL:** Provide Equal Opportunity (EO) education, counseling, and guidance. Provide Equal Opportunity Advisor complaints (in support of military personnel) that include personal discrimination, institutional and systemic discrimination, sexual harassment and human relation incidents. Provide service IAW local command, DA and DoD policies and regulations.

**RECEIVER WILL:** Present problems (that are not solved at unit level) through applicable unit EO representative to the USAG-AK EO Office for further assistance. Ensure unit EO representatives are trained IAW local command, DA and DoD policies and regulations.

**POC:** FRA, Post EO Advisor 384-2162  
FWA, Post EO Advisor 353-9234

**BASIS FOR REIMBURSEMENT:** Non-reimbursable.

G-1 Adjutant General

MORTUARY SERVICES

SUPPLIER WILL: Provide memorial affairs services. Provide, through a shared contract with the Air Force, mortuary services, i.e., recovery, identification, care, and disposition of deceased personnel.

RECEIVER WILL: Assist and provide documentation as requested by Supplier. Comply with installation directives.

**POC:** FRA, G1 Plans and Operations 384-2605

BASIS FOR REIMBURSEMENT: Reimbursable; actual costs not applicable to Open Allotment.



**G1-Adjutant General**

PERSONNEL MANNING AND PERSONNEL SERVICES

SUPPLIER WILL: Provide military personnel support and services. The G1 will process line-of-duty investigation reports and casualty reports. The G1 will provide passport support for personnel assigned to Ft. Richardson. The 203<sup>rd</sup> Personnel Support Battalion (PSB) will maintain personnel records, process identification cards and provide in/out-processing support. The 203<sup>rd</sup> PSB will provide passport service for personnel assigned to Ft. Wainwright.

NOTE: All incoming and outgoing personnel must process through the in/out processing office, 203<sup>rd</sup> PSB. Official documentation is required to enroll/disenroll family members in the Defense Enrollment Eligibility Reporting System (DEERS). Documentation includes: State/county birth certificates, divorce decree with judge or referee signature and seal, marriage certificate registered in a county court or sealed.

RECEIVER WILL: Advise Supplier of any changes affecting records. Ensure that assigned personnel attend record reviews as required. Inform Supplier of all changes of rater and/or duty assignment of military personnel. Ensure completed reports are turned in to the Supplier for compliance with appropriate policy and guidance.

**POC:** FRA, G1 Plans and Operations 384-2605

**BASIS FOR REIMBURSEMENT:** Non-reimbursable

G-1 Adjutant General

**RETIRED AFFAIRS**

**SUPPLIER WILL:** Provide retired affairs services, to include interface between retirees and active duty members. Provide assistance in pre-retirement processing including briefing soldiers and their families on the benefits and entitlements to include legal assistance availability, medical and dental programs/services available, assistance available for post service employment and other areas **peculiar** to the needs of the local retired community. Provide individual Survivor Benefit Plan counseling and assistance with preparation of DD Form 2656 (Data for Retired Pay). Provide services IAW applicable DoD, DA and local command regulations.

**RECEIVER WILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, Retirement Services Officer 384-3500

**BASIS FOR REIMBURSEMENT:** Non-reimbursable.

Directorate of Plans, Training, **Security and Mobilization**  
**AIRFIELD SUPPORT**

**SUPPLIER WILL:** Provide airfield services to include bird/wildlife abatement, airfield maintenance, flight planning, Notice to Airmen (NOTAM) distribution and Air Traffic control. Provide services during established hours of operation.

NOTE : Snow removal will be accomplished IAW the current SNOW removal plan.

**RECEIVER WILL:** Request airfield or air traffic control support by memorandum through DPTSM, ATTN: APVR-RPTM, 1060 Gaffney Rd., Ft. Wainwright, AK 99703-6300.

Coordinate SNOW removal (that is not part of the FWA snow removal plan) with DPW, Operations at 353-6296.

**POC:** FWA, Aviation Support 353-6402

**BASIS FOR REIMBURSEMENT:** Reimbursable; civilian overtime and landing fees.

Directorate of Plans, Training, Security and Mobilization  
AMMUNITION ORDERING

**SUPPLIER WILL:** Provide tracking for the issue and turn-in of ammunition. Record all DA Forms 581 (Request for Issue and **Turn-In** of Ammo); assign control numbers; and verify forms are properly and accurately completed. Ensure that requested ammunition is within the Receiver's authorized allocation.

Provide current ammunition status to the Ammunition Office.

**RECEIVER WILL:** Prepare DA Form 581 for Installation Ammunition Office (IAO) review and authentication for issue or turn-in of ammunition. Coordinate appointment with ASP to schedule time/date for issue OR turn-in of ammunition.

**POC:** Ammo Mgr. 384-2012  
FWA, IAO 384-2006  
FRA, ASP 384-3222  
FWA, ASP 353-6517

**BASIS FOR REIMBURSEMENT:** Customarily non-reimbursable (see Financial Provisions, paragraph 1).

Directorate of Plans, Training, Security and Mobilization  
AUDIO AND VISUAL INFORMATION SERVICES

**SUPPLIER WILL:** Provide (IAW AR 25-1, 350-38, and DA Pam 25-91):

a. Photographic support including processing of black and white, color slide, and color print film, studio portrait photography, including DAphotos, chain of command, and passport photos, copying, slide library, and loan of self help cameras.

b. Graphics services including self help facilities and supplies for manual graphics, illustrator support, and computer graphics support.

c. Video-graphic support consisting of self-help video cameras, on base CCTV support (if available), 1/2" VHS videotape, and audiocassette duplication, limited film editing, and, on a cost reimbursable basis, limited video production.

d. Training aids, devices, and simulator fabrication, such as terrain boards, models, and displays are on a cost reimbursable basis only.

e. Full visual information and training support loan/issue library services. *NOTE:* Categories of equipment available for temporary loan are visual information, such as TV sets, video projectors, and public address sets, training devices, such as resuscitation mannequins and dummy weapons, Multiple Integrated Laser Engagement Systems (MILES), and visual information media, such as videotapes. Available for issue are Graphic Training Aids (GTA) The Training Support Center (TSC) can arrange for the purchase and permanent loan of visual information equipment, media and training aids on a cost reimbursable basis. Fund certification is required at time of request for support. TSC provides organizational level maintenance on TSC equipment.

*NOTE:* Instruction, advice, and consultation services are available through the Directorate of Plans, Training and Mobilization (DPTSM). Presentation support is limited to the loan of audio-visual equipment.

**RECEIVER WILL:** Complete a USARAK Form FL 105, Delegation of Authority to receive TSC Lending Property authorizing designated personnel to receive loan items. (Any additional paperwork will be completed at TSC.)

Comply with TSC policies and procedures

**POC:** FRA, Photo Support 384-7183  
FRA, Graphics Support 384-7179  
FWA, Photo Support 353-6268  
FWA, Graphics Support 353-6208

Directorate of Plans, Training, Security and Mobilization  
AUDIO AND VISUAL INFORMATION SERVICES  
(continued)

BASIS FOR REIMBURSEMENT: Customarily non-reimbursable (see Financial Provisions, paragraph 1).

*From the Inspector General Information Bulletin, 4 September 96, for information only:*

Maintenance and repair of Weaponeers and MACSS

With the closing of the Ft. Richardson Battle Simulation Center, Multipurpose Arcade Combat Simulators (MACSS) and weaponeers were dispersed and are now maintained by various USAG-AK units. Recently, questions have arisen regarding procedures for maintenance of these pieces of equipment. Maintenance procedures are as follows:

Ft. Wainwright. The Communications Electronics (COMMEL) repair shop, located at the Directorate of Logistics (DOL), repairs MACSS and weaponeers. The unit or activity must have a signature card on file. The unit submits a DA Form 2407 with the equipment. MACSS are brought to Building 3490 for repair. COMMEL will repair weaponeers on site. Phone 353-1633 to coordinate turn-ins and for further information.

For units or activities maintaining MACSS and weaponeers, Appendix C of FM 23-3 contains more information on MACSS and weaponeers. Information includes temperature ranges and the area dimensions recommended for weaponeer setup.

**Directorate of Plans, Training, Security and Mobilization**  
**DISASTER PREPAREDNESS**

SUPPLIER WILL: Provide a program to minimize the loss of operational capability caused by enemy attacks, major accidents, and natural disasters. Integrate disaster planning, training, and resource employment into a single program. Protect DoD resources from the effects of enemy attack, and restore primary mission assets following an attack. Minimize the effects of major accidents and natural disasters, and restore primary mission assets following them. Support civil authorities during major accidents and disasters. Protect the public. Mitigate public health and safety concerns in the event of major accidents or incidents involving DoD resources.

Provide all personnel with the best available physical protection from the effects of war or natural disaster (earthquakes, floods, hurricanes, volcanic eruption, or tornadoes). *NOTE:* The facility must provide shelter protection against wartime, nuclear, biological, chemical, and peacetime disasters while maintaining mission capability.

Provide emergency heat and/or water upon occurrence of power/heat loss resulting from harsh winter conditions (-40 degrees Fahrenheit or colder).

Provide an effective system to quickly disseminate disaster information to affected personnel. *NOTE:* The installation warning system must be designed for operation during disaster conditions.

Provide support to the Receiver in the event of a disaster. Establish command and control. Notify and update populace. Protect facilities, materiel, and people. Coordinate with local authorities. Maintain command and control. Clear access routes. Implement firefighting, search and rescue, casualty care, preventive medicine, damage control, casualty assistance, and mission impact assessment. Implement remains recovery, identification, and disposition. Establish displaced persons registry. Cordon hazardous areas. Restore critical assets. Restore primary mission capability. Request help when necessary. Reassess the situation. Assess stocks of food and water. Implement rumor control, sanitation control, and medical treatment, etc.

Ensure alarm signals are compatible with local systems.

RECEIVER WILL: Comply with Supplier's regulations and directives.

*NOTE 1:* As a fundamental prerequisite for an effective disaster response capability, personnel assigned disaster preparedness program responsibilities will be scheduled for formal courses as soon as possible. They will be involved in on-the-job training to develop functional expertise. The disaster preparedness staff will determine refresher training frequency and duration.

*NOTE 2:* In the event of a disaster, notify personnel in the most expeditious method available. If standardized alarm signals are used, a 3-5 minute steady tone on sirens, horns, or other devices is an attention or alert warning. People should listen to local radio, television, or public address announcements for emergency information. A 3-5 minute wavering tone on sirens or a series of short blasts on horns (or other devices) is an attack or fallout arrival **warning**. People should take cover and other protective actions immediately.

Directorate of Plans, Training, Security and Mobilization  
DISASTER PREPAREDNESS  
(continued)

NOTE 3: This program includes policies and procedures for plans and operations during pre, trans, and post periods. It includes procedures for responding to peacetime disasters and for helping civil authorities during civil emergencies and during President declared and undeclared peacetime natural disasters. The program also includes requirements for disaster preparedness training, materiel, and exercises.

NOTE 4: All personnel are required to participate in the Disaster Preparedness Program.

POC: FRA, Plans Officer 384-2212  
FWA, Plans Officer 353-9756

BASIS FOR REIMBURSEMENT: Non-reimbursable



**Directorate of Plans, Training, Security and Mobilization**  
**MOBILIZATION SUPPORT**

**SUPPLIER WILL:** Provide planning, provisioning and support for mobilization of reserve and guard forces as required. Provide, as appropriate, copies of Mobilization Operation Plans.

**RECEIVER WILL:** Participate in mobilization exercises as required by Supplier; support the installation mobilization plan in the event of a disaster; and comply with Supplier's regulations and directives.

**POC:** FRA, DPTSM 384-2218  
FWA, DPTSM 353-9773

**BASIS FOR REIMBURSEMENT:** Non-reimbursable

**Directorate of Plans, Training, Security and Mobilization**  
**RANGE USE**

**SUPPLIER WILL:** Schedule range use and services, to include range operations, targetry, communications, warm-up facilities, and latrines. Provide clearing rods and helmet covers that identify Range Officer and range safety personnel. Provide supplies and hand equipment for the preparation and clean up of range areas.

Conduct periodic safety inspections to ensure adherence to safety regulations.

Conduct close out inspections of training areas, ranges, and facilities. Ensure that facilities are returned in same standard/condition as when assigned.

Support non-standard ranges and tactical field training by providing portable mechanisms, wooden targets and accouterments.

**RECEIVER WILL:** Submit range use requests IAW Supplier range use procedures.

Sign for and accept responsibility of assigned area(s). Inspect designated range area(s) prior to occupation. Report to Range Control 24 hours prior to use. Restore assigned area(s) to original standard/condition upon completion of training.

Provide raw materials for the construction of wooden targets and accouterments.

**POC:** FRA 384-6233  
FWA 353-1242

**BASIS FOR REIMBURSEMENT:** Customarily non-reimbursable (see Financial Provisions, paragraph 1).

Directorate of Plans, Training, Security and Mobilization  
SECURITY SERVICES  
(Personnel, Information Systems, and Information Security)

SUPPLIER WILL: Support and conduct inspections (as required by regulations) on matters concerning personnel security and information/information systems security.

Establish policies and procedures used to process security clearances. Perform other duties inherent in a personnel security program. Establish policies and procedures IAW AR 380-67.

Ensure the integrity and security of information systems data and equipment IAW 380-19.

Implement uniform policies, standards, criteria, and procedures for security classification, downgrading, declassification; and for safeguarding information that is owned by, produced for or by, or under the control of the Receiver IAW AR 380-5, DA Information Security Program.

RECEIVER WILL: Comply with AR 380-67, Personnel Security Program. Provide DPTSM with verification of each service member's current clearance classification/access as recorded and verified by the unit security manager. Comply with Supplier's policies, directives, and supplements to the regulation pertaining to this support.

Comply with AR 380-19, Information Systems Security. Provide (annually) a letter or memorandum to the DPTSM listing all equipment that requires security. *NOTE:* Letter will include the type of item, manufacturer, model number, serial number and any other appropriate data.

Comply with AR 380-5, Department of the Army Information Security Program. Comply with Supplier's policies, directives, and supplements to the regulation pertaining to this support.

**POC:** FRA, Personnel Security 384-2191  
FRA, Information Systems Security 384-2271  
FRA, Information Security 384-1690  
FWA, Security 353-7620

BASIS FOR REIMBURSEMENT: Customarily non-reimbursable (see Financial Provisions, paragraph 1).

**Directorate of Plans, Training, Security and Mobilization**  
**TRAINING SERVICES**  
**(Military)**

**SUPPLIER WILL:** Provide all aspects of training required by the military community. Manage and control DA Forms 1556 (Certificate of Training and Reimbursement). Process DD Form 1610 (Travel Orders) for training related travel.

Provide Mobile Training Team (MTT) support, locations and training equipment.

Provide assistance with new equipment training.

Provide assistance and support for Cadet Leadership Training (CTLT).

Plan, coordinate, manage and execute the Pre-command Course.

**RECEIVER WILL:** Execute training IAW provided instructions. Proceed to School location IAW published travel orders. Complete applicable portion of DA Form 1556 upon completion of training.

**POC:** FRA, Training 384-1153  
FWA, Training 353-2115

**BASIS FOR REIMBURSEMENT:** Reimbursable; individual travel, tuition, instructor costs.

Directorate of Logistics

AERIAL DELIVERY  
(Parachute Packing and Rigging of Heavy Drop Loads)

**SUPPLIER WILL:** Provide organizational, direct and general support maintenance on air delivery items, within capabilities, to include repack, inspection and classification. Maintain required stock of personnel parachutes and related air items in support of Receiver airborne operations.

**RECEIVER WILL:** Provide list of **personnel** authorized to submit DA Form 2407 (Maintenance Request) to DOL, ATTN: APVR-RDL-CG. Cite last three digits of ISA number on all requests

**POC:** FRA, Aerial Delivery 552-8333

**BASIS FOR REIMBURSEMENT:** Non-reimbursable for DoD activities; reimbursable for Non-DoD activities (actual cost of specialized crating and materials).

Directorate of Logistics

**AMMUNITION STORAGE AND INSPECTION**  
**(Ammunition Stored by Receiver)**

**SUPPLIER WILL:** Review/approve explosive storage license for any ammunition/explosive assets stored at the Receiver's USAG-AK facility. Inspect arms room and ammunition storage facilities annually. Reference USARPAC Regulation 385-1.

Provide inspection/maintenance of allocated ammunition stored at USAG-AK's Ammunition Supply Point (ASP) as directed by regulation.

**RECEIVER WILL:** Comply with ammunition storage provisions as specified by DoD, DA, MACOM or local command regulations. Forward request for storage license to DOL, Ammunition Quality Assurance (QA).

**POC:** FWA, ASP 353-6517  
FWA, QASAS 353-6593

**BASIS FOR REIMBURSEMENT:** Reimbursable; labor, equipment, materials, fuels, etc., for services outside of normal duty hours for non-Quality Assurance Specialist Ammunition Surveillance (QASAS) resources.

Directorate of Logistics

**AMMUNITION STORAGE AND INSPECTION**  
**(Ammunition Stored by Supplier)**

**SUPPLIER WILL:** Accept, warehouse, inventory, and issue (upon approval) Receiver's authorized allocation of ammunition. Inspect and maintain ammunition. Release allocated ammunition to unit's authorized receivers IAW DA Pam 710-2-1 guidelines. Accept turn-in of unused ammunition. Provide services by appointment. Provide additional support, as requested and mutually agreed upon.

**RECEIVER WILL:** Provide the Ammunition Branch with memorandum and signature cards identifying personnel authorized to accept ammunition. *NOTE: Drivers must be MCDL (Military Commercial Driver's License) qualified to transport munitions. All civilian drivers must have a State of Alaska Commercial Driver's License (CDL) with appropriate endorsements and a current medical card to pick up/transport munitions. Military drivers must have a valid OF 346 (U.S. Government Motor Vehicle Operator's Identification Card) with a license in order to transport munitions. Receiver will initiate and provide required forms 626 and 836 for review and validation. Receiver is required to certify their 836s.*

Comply with Supplier's regulations and directives.

**POC:** FRA, Ammunition Branch 384-3222  
FWA, ASP 353-6517 (Primary Support Point)  
FWA, QASAS 353-6593 (Primary Support Point)

**BASIS FOR REIMBURSEMENT:** Reimbursable; labor, equipment, materials, fuels, etc., for non-QASAS resources.

Directorate of Logistics

**CENTRAL ISSUE FACILITY**

SUPPLIER WILL: Provide (upon request) a list of available Organizational Clothing and Individual Equipment (OCIE). Review for approval all requests for OCIE submitted by the Receiver's representative. Provide OCIE (by hand receipt) to authorized individuals as requested by the Receiver.

Schedule issue/return dates. Conduct a reconciliation of hand receipt items upon return of OCIE, identifying those items, which will be charged to the Receiver. Provide billing information to the Directorate of Resource Management (DRM), Program Budget Division (PBD), 384-0696, for those items chargeable to the Receiver.

Accountability of OCIE is controlled by AR 710-2, Inventory Management Supply Policy Below Wholesale Level, DA Pam 710-Z-1, Using Unit Supply System (Manual Procedures), and AR 735-5, Policies and Procedures for Property Accountability.

NOTE 1: A 10% reimbursable sustainment charge will be levied to defray the cost of OCIE replenishment (except non-returnable items) due to normal fair wear and tear.

NOTE 2: Non-returnable items (i.e. socks, next to body items, etc.) are reimbursed at 100% of the item cost.

NOTE 3: OCIE lost, damaged or destroyed will be accounted for IAW AR 735-5 and DA Pam 735-5, Survey Officer's Guide.

RECEIVER WILL: Reimburse Supplier for lost, damaged, or destroyed OCIE items, that were not reimbursed by the responsible individual. Submit funding documents to the DRM PBD. Request current rate/cost of items from the supporting Central Issue Facility (CIF).

Establish and maintain documents that authorize and identify the Receiver's representative (DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies and Assumption of Command letter). Submit to the supporting CIF, a list of Receiver personnel to receive OCIE.

Individuals will coordinate with the supporting CIF for issue and turn in. Sign for release of OCIE from the supporting CIF. Be responsible for issued OCIE returns. Conduct reconciliation of OCIE items with the supporting CIF to ascertain whether charges will be made to the Receiver.

Provide receipt for Organizational OCIE issued from the CIF using the computerized DA Form 3645.

IAW AR 710-2, unit commanders will provide the CIF with annual requirements (number of personnel) for OCIE support.

IAW DA Pam 710-Z-1, unit commanders will conduct reconciliation of OCIE records against personnel losses. This reconciliation is conducted quarterly (at a minimum) to determine if soldiers have departed without clearing the OCIE issue point.



**Directorate of Logistics**

**CENTRAL ISSUE FACILITY**  
(continued)

In-process and out-process the CIF by appointment only. Accomplish direct exchange transactions on a first-come, first-serve basis. Coordinate and schedule mass transactions through the CIF. True emergencies are handled on a case-by-case basis.

Turn in clothing and equipment to the CIF no later than five working days prior to peacetime Permanent Change of Station (PCS).

**POC:** FRA, CIF 384-2801/1806 (Primary Support Point)  
FWA, CIF 353-6352  
FRA, DRM PBD 384-0696

**BASIS FOR REIMBURSEMENT:** Reimbursable; cost of items lost, damaged, destroyed and non-returnable items IAW AR 735-5 and DA Pam 735-5.

**Directorate of Logistics**

**EQUIPMENT      MAINTENANCE**

**SUPPLIER WILL:** Maintain and repair equipment utilized by the Receiver.  
Perform repairs either by qualified in-house personnel or contract personnel.  
Perform repairs during other than normal duty hours when funded for overtime.

Provide Direct Support (DS)/General Support (GS) maintenance support for government owned armament equipment (e.g., artillery, mortars, small arms, fire control systems).

Provide maintenance (DS/GS) support for government owned electronic equipment.

Provide GS with backup DS maintenance support for government owned tactical equipment.

Provide GS with backup DS maintenance support for government owned construction equipment.

Provide GS with backup DS maintenance support for government owned support equipment (e.g., compressors, pumps, generators, fuel bladders).

Provide oil analysis.

Provide various fabrication services (e.g., milling, welding).

Provide vehicle/equipment component repair.

Provide GS with backup DS maintenance support for government owned tentage/clothing equipment. (Ft. Richardson does not have capability.)

Provide locksmith services.

Provide all services (listed above) as requested and within Supplier capabilities.

**RECEIVER WILL:** Provide to the DOL Maintenance Division a letter or memorandum that lists all equipment that may require maintenance. NOTE: Submit letter annually. The list will include type of item, manufacturer, model number, serial number, and any other appropriate data.

Initiate and submit work requests (DA Form 2407 or 5504) to the appropriate office. Cite the last three digits of ISA number on all work requests.

Provide Signature Cards (DA Form 1687) to appropriate maintenance offices identifying personnel authorized to submit work requests.

Provide equipment density lists to each appropriate office. Update the list as equipment changes occur.

Deliver item(s) in need of repair to the designated maintenance facility on Ft. Richardson.

Report maintenance complaints (i.e. untimely service or poor quality work) to the Chief, Maintenance Division, DOL.

Directorate of Logistics

EQUIPMENT MAINTENANCE  
(continued)

Submit MIPRs to the DOL Budget Office when requesting reimbursable work performance.

Comply with the Supplier's regulations and directives.

**POC:** FRA, DOL, Maintenance Div. 384-2419/2407  
FWA, ADOL, Maintenance Br. 353-1633  
FWA, Quality Assurance 353-1631

BASIS FOR REIMBURSEMENT: Reimbursable; actual cost for shop rates/parts or contractor cost.

Directorate of Logistics  
EQUIPMENT MAINTENANCE, REPAIR AND CALIBRATIONS  
(Army Materiel Command)

**SUPPLIER WILL:** Provide maintenance and repair of equipment utilized by the Receiver. NOTE: Repairs are generally performed by qualified in-house personnel or through contractual arrangements.

Provide calibration service through a separate agreement between Elmendorf AFB and the Army Materiel Command (AMC) and the 74th Maintenance Battalion.

**RECEIVER WILL:** Provide to the DOL Maintenance Division a letter OR memorandum listing all equipment, which may require maintenance. NOTE: Provide the list annually. The list will include type of item, manufacturer, model number, serial number, and any other appropriate data.

Initiate and submit to appropriate office work requests (DA Form 2407 or 5504) citing the last three digits of ISA number.

Provide Signature Cards (DA Form 1687) to appropriate maintenance offices identifying the names of personnel authorized to submit work requests.

Provide equipment density lists to each appropriate office. Update the list as equipment changes occur.

Deliver items needing repair to the designated maintenance facility on Ft. Richardson.

Report maintenance complaints (untimely service or poor quality work) to the Chief, Maintenance Division, DOL.

Submit MIPRs to the DOL Budget Office when requesting reimbursable work performance.

Comply with Supplier's regulations and directives.

**POC:** FRA, Maintenance Div. 384-2419/2407  
FWA, Maintenance Div. 353-1633  
FWA, Quality Assurance 353-1631

**BASIS FOR REIMBURSEMENT:** Reimbursable; actual cost of shop rates/parts or contract cost.

Directorate of Logistics

**FOOD SERVICES**  
**(Food Advisor and Dining Facilities)**

**SUPPLIER WILL:** Operate dining facilities. Provide, prepare and serve food to authorized personnel IAW AR 30-1, The Army Food Service Program.

Maintain dining operation and facilities IAW AR 30-1 and FM 10-23-2, (Tactics, Techniques, and Procedures for Garrison Food Preparation and Class I Operations Management).

**RECEIVER WILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, Installation Food Service 384-1823  
FWA, Installation Food Service **353-6646**

**BASIS FOR REIMBURSEMENT:** Customarily non-reimbursable [see Financial Provisions, paragraph 1).

Directorate of Logistics

FOOD SERVICES  
(Troop Issue Subsistence Activity)

**SUPPLIER WILL:** Provide "Meals-Ready-to-Eat" (MRE) and "Ration Cold Weather" (RCW) support, as requested and within capabilities. Schedule with Receiver pickup time for bulk issue following receipt of DA Form 3161 (Request for Issue or Turn In).

Maintain a memorandum that lists Receiver personnel authorized to request and receive MREs. Check the DD Form 577 (Signature Card) of personnel receiving issue.

**RECEIVER WILL:** Provide DA Form 3161 (Request for Issue or Turn-in) to the supporting Troop Issue Subsistence Activity (TISA) no later than three working days prior to the requirement date. Identify Receiver's Department of Defense Army Activity Code (DODAAC) to both TISA and DFAS offices. Provide points of contact for billing and supply actions.

Provide a memorandum to the TISA listing the authorized requesters/receivers of MREs. Ensure that Receiver's representatives complete a DD Form 577 (Signature Card) for use as identification when processing through the TISA.

Comply with installation's regulations and directives, to include AR 30-1, AR 30-5, AR 30-18, and AR 30-21.

**POC:** FRA, TISA 384-2377  
FWA, TISA 353-6479  
DFAS, Stock Fund Branch 315-472-7910

**BASIS FOR REIMBURSEMENT:** Reimbursable; current Defense Supply Center Philadelphia (DSCP) price at time of issue.

Directorate of Logistics

**LAUNDRY AND DRY CLEANING**  
**(Organizational Clothing and Equipment)**

**SUPPLIER WILL:** Provide laundry and dry cleaning services for Organizational Clothing and Equipment (OCIE), government property and personal articles of military personnel.

Provide bulk laundry and dry cleaning services for OCIE to authorized Receiver personnel, within capability.

Provide over the counter laundry and dry cleaning services to authorized Receiver personnel for OCIE.

Conform to special laundry and dry cleaning instructions (within capabilities) when given prior notice by the Receiver. **NOTE:** The Supplier reserves the right to refuse items needing special care or handling.

**RECEIVER WILL:** Submit an original with two copies of DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) to the laundry contractor for each bulk submission. Ensure that the unit commander signs DA Form 1687.

Complete DA Form 1974 (Laundry List) and/or DA Form 2707 (Dry Cleaning List) for each bulk submission.

Instruct authorized Receiver personnel on procedures for turn-in of OCIE to the Quartermaster (QM) Post Laundry at Ft. Richardson. Instruct authorized Receiver personnel on procedures for turn-in of items for sewing of insignia as outlined in AR 710-2. **NOTE:** Authorized soldiers must fill out USARAK Form 367 (TA-50 Clothing and Equipment Cleaning Records) at the QM Post Laundry to identify items requiring service. Soldier must present valid military identification card.

Notify Supplier in writing of any special care instructions for new or special articles to be laundered or dry-cleaned. Submit special care instructions prior to submitting items for service. **NOTE:** An increase in cost may be assessed on items needing special care or handling.

Comply with local policies and procedures.

**POC:** FRA, QM Post Laundry 384-1901  
FWA, QM Post Laundry 353-7648/9570

**BASIS FOR REIMBURSEMENT:** Reimbursable; piece/bulk prices based upon type of item and the prevailing contract or in-house rate.

Directorate of Logistics

LAUNDRY AND DRY CLEANING  
(Personal Clothing)

SUPPLIER WILL: Provide over-the-counter laundry and dry cleaning services to authorized Receiver personnel on a cash and carry basis. Provide services IAW AR 210-130, Laundry and Dry Cleaning Operations.

Provide sewing services to authorized Receiver personnel

Provide the above support as requested and within capabilities.

RECEIVER WILL: Instruct Receiver personnel on turn-in procedures for those items requiring sewing of insignias as outlined in AR 710-Z.

Provide (in writing to the Supplier) special care instructions for articles requiring special laundry or dry cleaning considerations. Submit special care instructions prior to submitting item(s) for service. NOTE: An increase in cost may be assessed on items requiring special care or handling.

Establish an account at the Quartermaster laundry when applicable.

Comply with Supplier's regulations and directives.

**POC:** FRA, QM Post Laundry 384-1901  
FWA, QM Post Laundry 353-7648/9570

BASIS FOR REIMBURSEMENT: Reimbursable; based on the prevailing laundry contract or in-house rate.



**Directorate of Logistics**

**PETROLEUM RETAIL BRANCH**

**SUPPLIER WILL:** Establish an account for issue of retail petroleum products (MOGAS and diesel; bulk and/or service station fuel). Provide service station fuel through use of a key system

Provide retail petroleum products, MOGAS and diesel within capability.

**RECEIVER WILL:** Comply with applicable DA and local command regulations and directives for obtaining bulk and retail fuel.

DoD organizations and activities will establish an account with the Defense Energy Support Center (DESC)-Alaska through the supporting post fuel provider for direct billing. The Receiver will provide their DoD Activity Accounting Code (DODAAC), Accounting Processing Code (APC), Signal Code, Data Processing Indicator (DPI), and Fund Code to establish a direct billing account. The Receiver will identify if the account is to be bulk fuel and/or service station fuel.

Non-DoD agencies will contact the applicable Supplier budget office for assistance in establishing a POL account through the Fuels Automation System (FAS). FRA, DOL Budget (384-7019), FWA, DOL Budget (353-6790).

Maintain current DA Form 1687 (Notice of Delegation of Authority-Receipt of Supplies) specifying personnel authorized issue and receipt of fuel products.

Comply with U.S. Government National Credit Card (SF Form 1490) procedures to purchase petroleum products and retail fuel for GSA leased vehicles.

**POC:** FRA, DOL Petroleum Retail Branch 384-1843  
FWA, DOL Petroleum Retail Branch 353-2662

**BASIS FOR REIMBURSEMENT:** Reimbursable; actual cost of purchases/services.

Directorate of Logistics

SEWING  
(Personal Clothing)

SUPPLIER WILL: Provide satisfactory and economical sewing services for personal articles of military personnel and their family members.

Provide sewing services for required government property.

Provide services IAW AR 210-130, Laundry and Dry Cleaning Operations.

Provide the above services as requested and within capabilities.

RECEIVER WILL: Instruct Receiver personnel on turn-in procedures for items needing sewing of insignia (as outlined in AR 700-84).

Establish an account at the Quartermaster laundry when applicable.

Comply with Supplier's regulations and directives.

**POC:** FRA, QM Post Laundry 384-1901  
FWA, QM Post Laundry 353-7648/9570

BASIS FOR REIMBURSEMENT: Reimbursable; prices based on the prevailing contract or in-house rate.

Directorate of Logistics

STORAGE FACILITY

SUPPLIER WILL: Process requisition/receipt actions for the Receiver as a regular supported customer. Load Receiver's DODAAC for automated supply system processing when appropriate.

Provide warehouse/storage space on a case-by-case basis within capability (e.g., secure storage). Provide access to all stored goods. Allow for safe care of the materiel stored. (Access to storage areas is limited to normal duty hours.)

RECEIVER WILL: Submit request for required item(s) IAW AR 725-50 to the DOL Supply Support Activity (SSA). Provide DA Form 1687 (Notice of Delegation of Authority - Receipt of Supplies). Pick up supplies from the DOL Storage Facility. NOTE: Standard procedure will be to process the requisition through the organization's own property book.

Comply with Supplier's guidance and regulations, to include AR 725-50, Requisitioning, Receipt, and Issue System.

POC: FRA, Storage Facility 384-2801  
FWA, Storage Facility 353-6577

BASIS FOR REIMBURSEMENT: Non-reimbursable IAW AR 525-25, AR 115-10 and USARAK 115-1.

**Directorate of Logistics**

**SUPPLY MANAGEMENT**

**SUPPLIER WILL:** Provide customer assistance. Process all authorized supply requisitions for expendable, durable and non-expendable supplies/equipment. Provide 100% annual inventory listing for reconciliation. Provide Sensitive Item Inventory listing monthly for reconciliation. Process all receipt transactions for all Depot/IMPAC purchase receipts. Provide Pre/Post Change of Hand Receipt Holder briefings. Maintain Delegation of Authority records, equipment authorization approvals, and completed inventories on file.

**RECEIVERWILL:** Ensure all requisitions are accurately prepared with proper signature and funding authority cited. Ensure all maintenance documentation is provided when turning in property book items. Ensure turn-in appointment is not scheduled until document numbers are provided from the Centralized Installation Property Book Office (CIPBO). For Automatic Data Processing Equipment (ADPE), ensure proper disposition is provided from the Directorate of Information Management (DOIM). Ensure lateral transfer property is not conducted without prior approval from the accountable officer (Property Book Officer). Provide DD Form 250 and proper authorization for all IMPAC purchases for property book items. For ADPE purchases, provide copy of approved Capability Authorization Purchase Request (CAPR)/Validation from the DOIM. For Report of Survey actions, ensure that a survey number is provided. As a minimum, have on hand the following publications: AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2 and AR 735-5.

Comply with Supplier's regulations and directives

**POC:** FRA, CIPBO 384-2851  
FWA, CIPBO 353-7796

**BASIS FOR REIMBURSEMENT:** Reimbursable; direct charges (for packing include civilian labor and supplies i.e., boxes, banding materials).

Directorate of Logistics

TRANSPORTATION SERVICES  
(GSA Vehicles)

**SUPPLIER WILL:** Provide GSA non-tactical vehicles as requested and justified. Provide vehicle drivers/operators as requested. Provide services during established duty hours and within capabilities of Supplier. **NOTE:** Supplier will not provide drivers for vehicles less than five tons, or for vehicles with a seating capacity of less than 15 passengers.

**RECEIVER WILL:** Reimburse all costs for services provided, to include repair of damages not due to fair, wear and tear.

Comply with Supplier's guidance and directives

**NOTE 1:** Operate vehicles with only authorized, qualified, and properly licensed personnel. **Government vehicles are for "Official Use Only."**

**NOTE 2:** Requested and process all repairs through the GSA contract.

**POC:** FRA, Transportation 384-2715  
FWA, Transportation 353-1757

**BASIS FOR REIMBURSEMENT:** Reimbursable; lease, mileage and maintenance cost of vehicles, cost of operator/drivers, and for actual cost of damage taken from the billing documents received from GSA.

Directorate of Logistics

TRANSPORTATION SERVICES  
[GSA Vehicles (Large Capacity)]

**SUPPLIER WILL:** Provide GSA non-tactical buses (24 passengers or more) and cargo vehicles (5-ton or larger) with driver as needed and justified for one-time requirements.

**NOTE 1:** Light duty vehicles, such as, pick-ups, carryalls and sedans are not available for one time use and should be rented from a local rental agency.

**NOTE 2:** If vehicles are required for recurring dispatch and/or permanent assignment, it is recommended that the Receiver develop their own contract with GSA.

**RECEIVER WILL:** Reimburse Supplier for costs incurred in repairing damages not due to fair, wear and tear.

Comply with Supplier's guidance and directives.

**NOTE:** Only authorized, qualified, and properly licensed personnel can operate vehicles. **Government vehicles are for "Official Use" only. Request and process** all repairs through the GSA contract.

**POC:** FRA, Transportation 384-1432  
FWA, Transportation 353-1757

**BASIS FOR REIMBURSEMENT:** Reimbursable; lease, **mileage** and maintenance, operator/driver cost, and for actual cost of damage as stated on the billing documents received from GSA.

**Directorate of Logistics**

**TRANSPORTATION SERVICES**  
**(Other than GSA Vehicles)**

SUPPLIER WILL: Provide complete passenger travel service IAW appropriate regulations.

Provide movement of personal property and privately owned vehicles IAW appropriate regulations.

Provide freight movement services on request IAW appropriate regulations.

RECEIVER WILL: Provide travel orders for all official travel. Ensure that travel orders reflect proper destination, special entitlements and chargeable fund code.

Furnish appropriate documentation for shipping/receiving of freight. Provide funding documentation as appropriate.

Comply with Supplier's guidance and directives. Comply with related directives and instructions. Furnish appropriate documentation to ship/receive personal property.

**POC:** FRA, Transportation 384-1831  
FWA, Transportation 353-1150

**BASIS FOR REIMBURSEMENT:** Reimbursable; civilian overtime labor costs.

Public Affairs Office

COMMUNITY RELATIONS, NEWS MEDIA AND  
INFORMATION STRATEGIES

SUPPLIER WILL: Provide command information support to include access to soldiers and their families via the weekly command newspaper, the Army in Alaska unofficial installation guide, and post maps of Forts Richardson and Wainwright.

Support Receiver's community relation efforts, subject to operation requirements. (This includes, but is not limited to open house programs, charity fund raising events, and public relations activities.)

Handle media release(s) and queries.

Provide media relations support of events and actions that affect both the Supplier and the Receiver.

Provide services IAW Department of Defense Directive 5410.18.

NOTE: The Commanding General and the Public Affairs Officer are the only clearing authorities for release of unclassified information to the news media and general public, to include interviews, speeches, photographs, news releases and other materials. Additionally, soldiers and DA civilian employees desiring to seek publication of their military-related photographs/manuscripts/tapes are required to submit these materials to the Public Affairs Office for review prior to coordination with or submission to a media outlet.

RECEIVER WILL: Provide information and newsworthy items to the installation Public Affairs Officer.

Support the Supplier's community relations program.

Comply with Supplier's regulations and directives.

**POC:** FRA, Public Affairs Office 384-1542  
FWA, Public Affairs Office 353-6071

BASIS FOR REIMBURSEMENT: Non-reimbursable.



DOIM/59th Signal Battalion

AUTOMATED DATA PROCESSING SERVICES

SUPPLIER WILL: Monitor and maintain networks down to the entry into the Wide Area Networks. Administer and manage user identification, passwords and local access profiles. Ensure compliance with DoD and DFAS security requirements. Review and document security incidents or violations.

Operations of Hardware and Systems Software: Operate and maintain a stable hardware and software environment; coordinate and implement system software changes; provide for the backup of all data files with each system; and provide a physically secure operations environment.

computer Input: Receive, edit and combine data input into appropriate cycles. Verify the completion of remote scheduled transmissions of input data; furnish assistance in the scheduling and transmission of input data from remote sites; and provide input parameter information.

computer output: Provide output via telecommunications lines; on-line print viewing; detailed instructions for output processing and distribution requirements. Maintain authorized list of persons who may receive and sign for output and ensure special form requirements are included in the application documentation or job control language. Provide alternative media for hardcopy output. Furnish a central area of the distribution of output.

Production Control: Set up and initiate regularly scheduled tasks to meet the mutually agreed to timeframes. Provide a schedule of processing requirements, determine priorities within an application and advise of anticipated changes in processing schedules as far in advance as possible.

Contingency: Maintain backup copies of host-site resident system software, application software, job control language, data files, support files and applicable documentation. Notify the customer in the event that a contingency plan must be implemented. Establish and maintain backup support agreements with other processing activities to ensure continuance of customer support.

Teleprocessing: Operate and maintain a stable communication hardware and software environment. Provide terminal access availability in accordance with user provided schedules. Monitor telecommunication lines for reliable service; coordinate hardware/software system problem resolution with vendor personnel; provide site preparation and survey in customer's spaces prior to terminal installation; and provide access control to the computer in accordance with information provided by the customer.

Restart/Recovery: Provide problem analysis and restart/recovery of application systems. Report and provide solutions, where possible, for application system problems to coordinate problem resolution with interested parties; provide assistance when requested; perform reconstruction and reloading of application files required; and apply program or job control language correction in emergency situations following approval of the customer.

Help Desk: Provide a help desk that acts as the primary contact between the Computer Network Operations (CNO) and the customer. When service problems arise in the area, the Help Desk should be notified as to the customer problem, customer location, type of hardware component involved, application involved and how long the problem has existed. The user serves as an integral part of problem resolution by being able to define the type of problem existing, especially in functional area problems.

DOIM/59th Signal Battalion

AUTOMATED DATA PROCESSING SERVICES  
(continued)

Files Management: Ensure the completeness of application files. Guarantee the efficient utilization of the application files. Recommend the placement of application files on mass storage, perform reorganization routines for data files, reload damaged mass storage application files from backup, reconstruct files in accordance with existing documentation, resolve problems concerning the integrity of application files.

Program and System Releases: Inform the customer when new or revised application programs are available for implementation. Ensure that supporting operations documentation is received and acceptable. Establish any necessary system software parameters required for the execution of an application test. Provide functional acceptance/testing for system manager approval; supply deadline times for the receipt of output; furnish an implementation memorandum and associated required items to the CNO. Maintain and provide to the CNO primary and secondary points of contact list for each application; provide a central coordination contact point on the application level to receive, screen and relay all problems within the activity of the CNO customer support center. Identify required system software parameters in support of an application system; approve and coordinate the implementation of new or modified application programs; perform initial building data files; and implement new/revised program job control language, other changes and mass registration of files provided.

RECEIVER WILL: Comply with Supplier's policies, directives and regulations.

**POC:** FRA, 59th Signal Battalion 384-0146

BASIS FOR REIMBURSEMENT: Reimbursable; actual cost based on the amount of output, actual run time and disk space consumed.

**DOIM/59th Signal Battalion**

**AUTOMATION EQUIPMENT REPAIR AND MAINTENANCE**

**SUPPLIER WILL:** Provide maintenance and repair of equipment utilized by the Receiver. Perform in-house repairs by qualified or contracted personnel.

Provide maintenance and repair of office automation equipment.

Provide repair and maintenance of facsimile machine and copiers.

Provide for the maintenance and repair of telecommunication equipment and their components.

Provide services as required and within capabilities.

**RECEIVER WILL:** Comply with Supplier's regulations and directives. Send by letter or memorandum a complete listing each year of all equipment, which may require maintenance. (This list should include type of item, manufacturer, model number, serial number, and any other appropriate data.)

Initiate and submit work requests, citing the last three digits of the ISA number.

Submit DA Form 1687, Signature Cards, to appropriate maintenance offices, citing names of personnel authorized to submit work requests.

Provide equipment density lists to each appropriate office. Update list as equipment changes occur.

Deliver items for repair to the designated maintenance facility on Ft. Richardson, as requested or appropriate.

**POC:** FRA, 59th Signal Battalion 384-0117  
FWA, 59th Signal Battalion 353-7005

**BASIS FOR REIMBURSEMENT:** Reimbursable; actual cost based on shop rates/parts or contractor cost.

**DOIM/59th** Signal Battalion

DOCUMENT MANAGEMENT

SUPPLIER WILL: Provide administrative support in the areas of record management to include inspection of files to ensure compliance with DoD regulations, personnel locator, forms and publications information.

Provide forms, publications, and records management support. Provide Records Holding Area (RHA) services. Provide assistance visits (on post only).

Provide training.

Provide support IAW DoD regulations

RECEIVER WILL: Prepare and submit signature cards as appropriate.

Initiate and submit requisitions for military publications and blank forms IAW Supplier's procedures.

Comply with Supplier regulations and directives

**POC:** FRA, 59th Signal Battalion 384-0146

BASIS FOR REIMBURSEMENT: Customarily non-reimbursable (see Financial Provisions, paragraph 1).

DOIM/59th Signal Battalion

**MAIL SERVICE**

**SUPPLIER WILL:** Provide acceptance, sorting and routing of incoming and outgoing official mail and distribution (on post only).

Provide briefing and instruction on duties and responsibilities of Mail Control Officer.

**RECEIVER WILL:** Comply with applicable regulations and directives

**POC:** FRA, Mail and Distribution Br. **384-0307**  
FWA, Mail and Distribution Br. 353-6898

**BASIS FOR REIMBURSEMENT:** Non-reimbursable

DOIM/59th Signal Battalion

MESSAGE AND DATA PROCESSING

SUPPLIER WILL: Manage all electronic communications. Establish a Receiver support service with features and capabilities of electrical message systems. Provide DSN services for day-to-day routine message traffic. Develop and implement standards that provide maximum compatibility in information processing when acquiring, using and interchanging equipment, information, software and personnel.

Establish and maintain electronic mail organizational accounts for electronic delivery of DSN unclassified messages and over-the-counter delivery of classified paper and data traffic.

NOTE: Service available 24 hours per day, seven days per week. Messages are transmitted based on their precedence. Of the five types of precedence (Emergency Command, Flash, Immediate, Priority and Routine), the last two, which have the lower priority, are the ones generally used. Priority messages have a processing time of three hours for transmission from time of receipt at the Telecommunications Center (TCC). Routine messages are transmitted within six hours. Only official message traffic is authorized on DSN.

RECEIVER WILL: Comply with installation directives pertaining to this service.

**POC:** FRA, TCC 384-2231

BASIS FOR REIMBURSEMENT: Reimbursable; actual cost of user unique requirements.

DOIM/59th Signal Battalion

POSTAGE SERVICE  
(Mail)

SUPPLIER WILL: Provide postage.

RECEIVER WILL: Comply with applicable regulations and procedures.

POC: FRA, Mail and Distribution Br. 384-0307  
FWA, Mail and Distribution Br. 353-6898  
FRA, 53th Signal Battalion 384-1200

BASIS FOR REIMBURSEMENT: Reimbursable; actual cost.

DOIM/59th Signal Battalion

TELEPHONE SYSTEMS MANAGEMENT

SUPPLIER WILL: Provide telephone systems and lines for:

a. Class A: Telephone lines that permit access to central offices, toll trunks, and DSN.

b. Class c: Telephone lines for conducting official government business without access to trunking capability.

Provide telephone lines for incoming calls and lines for intraswitch calling.

Ensure service meets operational goals.

Provide, through DoD channels, facility upgrades to satisfy Receiver requirements.

RECEIVER WILL: Comply with Supplier's regulations and directives.

POC: FRA, 53th Signal Battalion, Telephone Maintenance 384-0173  
FRA, 53th Signal Battalion, Human Resources Office 384-1200

BASIS FOR REIMBURSEMENT: Non-reimbursable; routine. Reimbursable; long distance charges and applicable incremental costs (to include operator services, directory assistance, dialing assistance, etc.).

NOTE: Beginning 1 October 2001, a three year phase-in plan will be implemented which will transfer DSN bill paying responsibilities to the installation level. At that time, DSN service shall be provided on a reimbursable basis.



Directorate of Public Works

HOUSING SERVICES

**SUPPLIER WILL:** Provide family housing, off-post housing referral services and furnishings support to authorized personnel. Provide Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ) for authorized unmarried/unaccompanied personnel that are within commuting distance to FWA. Provide housing services on the same basis and standards as provided to other authorized personnel IAW AR 210-50 and the command's Army Family Housing Policy.

operate, maintain and administer the command's Army Family Housing Program.

Provide Unaccompanied Personnel Housing (UPH) for E-6 and above in furnished single bedroom apartments for single personnel. (All furnishings, appliances, utilities and services are provided.)

Provide adequate family housing to eligible families based on rank and family size. (All utilities and services are provided.)

Provide furnishing "loaner sets" (minimum essential furnishings items) at no charge to customers moving in and out of family housing while waiting pickup/delivery of resident household goods.

Manage housing from waiting list and expect Receivers to find temporary off-post housing while awaiting on-post housing.

**RECEIVER WILL:** Instruct incoming personnel to report to the Housing Division for on and off-post housing. Ensure Receiver personnel provide a copy of their PCS orders and a valid Identification Card (ID) card upon arrival.

Ensure appropriate deductions are made from military pay, if applicable, for any unpaid debt incurred while residing on Forts Richardson and Wainwright. (This condition applies to Green ID cardholders.)

Ensure installation residents are subject to applicable post policies, AR 210-50, USARPAC and local command policies and supplements or changes thereto.

Reimburse Supplier for the rent (at fair market value for the area) and utilities (based on the established rate) when authorized civilians occupy family housing units.

Provide each housing office with the demographics of Receiver personnel requiring housing support. Update this data with the DPW Housing Division as changes occur.

**NOTE:** Costs for individual damage will be recouped from the individual ROTC member assigned to housing at Ft. Wainwright through the Report of Survey or Government Claims Process. Receiver agrees to cooperate with this process.

Directorate of Public Works

HOUSING SERVICES  
(continued)

Provide notification and obtain written approval from the DPW POCs prior to making any changes in personnel, additions, or deletions to this agreement. This includes gross square footage and facility assignment of real property (storage, administration, latrine, etc.). Contact any/all of the following POCs with any changes: DPW ISA Coordinator (384-0913), DPW Master Planning (384-3004/3519) or the DPW Real Estate Specialists (384-6679/3524).

POC: FRA, Housing Division 384-0309/0133  
FRA, Furnishings Management 384-0092/0088  
FWA, Family Housing 353-1655/1666  
FWA, Furnishings Management 353-7322/6002

BASIS FOR REIMBURSEMENT: Customarily non-reimbursable.

716th Ordnance Company

EXPLOSIVE ORDNANCE DISPOSAL

**SUPPLIER WILL:** Provide Explosive Ordnance Disposal (EOD) personnel to identify, render safe, recover and destroy all conventional, chemical/nuclear munitions and improvised explosive devices.

Provide training on ordnance identification, explosive safety and bomb threat/search procedures, as requested and within capabilities.

Perform explosive ordnance responsibilities as established by Title 49, Code of Federal Regulations (CFR), Sections 100 through 199, and DoD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunitions, and Explosives.

**RECEIVERWILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, Military Police Desk 384-0823  
FRA, 716th EOD 384-7600/01/02/03  
FRA, Security Manager 384-0456  
FRA, Command Operations Center 384-6666

**BASIS FOR REIMBURSEMENT:** Reimbursable IAW AR 75-15/AFJI 32-3002.

**267<sup>th</sup> Finance Battalion**

**FINANCE SUPPORT SERVICES**

**SUPPLIER WILL:** Administer the military pay service system to provide timely and accurate payments and inputs into related financial accounting records for active duty, reserve and National Guard soldiers. Prepare input and corrections for the master military pay accounts. Provide in-and-out processing. Prepare and certify military pay orders and allotment documents. Compile and input allotment deductions, leave accounting data, and applicable tax withholdings. Certify vouchers and assign voucher numbers.

Maintain voucher and transaction controls for disbursements, collections, and changes in accounts. Provide assistance to military members regarding matters of military pay. Explain the pay system and answer pay inquiries. Provide briefings on available payment methods, changes in pay, voluntary and involuntary pay adjustments, separation, bonuses, special allowances, pay advances, partial payments, accrued leave, family member support, emergency data, allotments, charitable contributions, PCS and Temporary Duty (TDY) pay, deductions, and DIRECT DEPOSIT election documents. Develop and maintain processing schedules and priorities for transactions that affect pay and allied records.

Administer the system for TDY, PCS, and related accruals to military members, to include entitlements and individual claims and fund controls when travel orders are issued. Record payments/collections into related financial accounting reports. Collect overpayments, if necessary, as required.

NOTE : Transactions, computations, disbursements, collections, and changes are made through the Defense Military Pay Office (DMO) as governed by Titles 10, 32, and 37 of the U.S.C., and the DoD Pay and Allowance Manual. The personnel on the system govern transactions and the services each require at any given time for any specific purpose. The number of personnel performing travel on official orders determines the number of accounts, payments, or collections required. Travel must be based on official orders and be in compliance with the Joint Federal Travel Regulations (JFTR). Payments and transactions must be IAW the JFTR, Comptroller General Decisions, and DoD Directive 5154.3.

**RECEIVER WILL:** Comply with Supplier's regulations and directives

**POC:** FRA, Operations 384-2038

**BASIS FOR REIMBURSEMENT:** Non-reimbursable.

**4-123 Aviation Regiment**

**LOGISTICAL    AIR    SUPPORT/HELICOPTER    SUPPORT**

**SUPPLIER WILL:** Provide heavy-lift helicopter recovery support when the lift is beyond the capabilities of available commercial aircraft.

Provide flying hours as available and within mission constraints.

Provide suggestions that could reduce costs for Receiver's mission.

Provide aviation fuel within capabilities on a reimbursable basis.

Provide airfield space IAW agreement signed by the Ft. Wainwright Airfield Commander.

**RECEIVER WILL:** Verify that heavy-lift helicopter recovery support is beyond the capabilities of commercial vendors.

Submit aviation requests (USARAK Form 229-1R) through DPTSM no later than six weeks prior to required dates. *NOTE:* As approved, urgent/emergency missions will be accepted inside this notification window.

Provide specific information pertaining to the mission, i.e., mission date, time of departure, passenger load, hazardous cargo, etc., and will coordinate with DPTSM to ensure that all proposed cargo complies with applicable laws, regulations, policies and procedures. Ensure that all proposed passengers are allowed to travel on military aircraft. Plan and schedule movements that maximize the capabilities and use of helicopters.

Reimburse the command for per diem costs (of Army personnel), which may arise due to weather and/or requirements in connection with Receiver's mission. Reimburse, as appropriate, for flying hours IAW the annually published DA message rates.

**POC:**    FWA, 4-123 S-3 LNO            353-9123  
          FWA, 4-123 Commander    353-9763  
          FRA, DPTSM                384-1153

**BASIS FOR REIMBURSEMENT:** Non-reimbursable; airfield space. Reimbursable; current flying hour program, non-DoD hourly rates, and actual cost of special requirements as requested by the Receiver, and for actual cost of aviation fuel.

Provost Marshal

**POLICE SERVICES**  
**(Law Enforcement, Physical Security**  
**and Vehicle/Weapon Registration)**

**SUPPLIER WILL:** Provide police services to maintain order and to enforce laws or regulations. Control vehicular and pedestrian traffic. Investigate criminal activity IAW regulations or other appropriate directives.

Conduct physical security/crime prevention inspections IAW USARAK Regulation 190-1 (Physical Security). Provide security-related planning and inspections IAW USARAK OPLAN 5645 (Combating Terrorism) for on post Receivers.

Provide privately owned vehicle decals and registration.

All persons (soldiers and civilians) desiring to carry, transport and/or store weapons on "SAG-AK posts must register the weapon(s) on USARAK Form 877 (Registration of Privately Owned Firearms) at the Military Police (MP) desk. USARAK Form 277 (Weapons Registration Record) must be carried whenever the weapon is carried or transported on a USAG-AK post. Personnel residing on USA!-AK posts and desiring to store weapons in their unit arms room, Bachelor Officer's Quarters (BOQs), Bachelor Enlisted Quarters (BEQs), or on-post family quarters must register the weapon within three working days of arrival or within three working days of acquiring the firearm(s). The procedures that personnel will follow are:

- a. Complete USARAK Form 877 in triplicate.
- b. Privates through staff sergeants will have their commander verify the information and sign USARAK Form 877.
- c. Sergeants first class and above may sign their own USARAK Form 877 and register their firearms; however, they must also obtain written permission to store firearms in BOQs, BEQs, or on-post family quarters.
- d. USARAK Form 877 (not the firearms(s)) will be taken to the Provost Marshal (PM) weapons registration office.
  - (1) The white copy is maintained by the PM.
  - (2) The yellow copy is provided to the owner.
  - (3) The pink copy is sent to the unit commander to be filed in the unit arms room and retained until one year after expiration term of service/permanent change of station or the firearm(s) is sold or transferred to another individual. The new owner must register the firearm using the procedures beginning with paragraph a above and the previous owner must ensure the weapon is deregistered immediately upon transfer.
- e. While at the PM weapons registration office, USARAK Form 277 will be completed and provided to the registrant and will be carried whenever the registered firearm is carried or transported on the installation.
- f. Authorized war trophy will be registered as stated above.

Provost Marshal

POLICE SERVICES  
(Law Enforcement, Physical Security  
and Vehicle/Weapon Registration)  
(continued)

**RECEIVER WILL:** Secure own equipment IAW AR 190-11 through 190-51 and USARAK Regulation 190-1 (Physical Security Program).

Designate a Receiver point of contact for matters concerning the preservation of order, physical security and crime prevention.

Apprise Supplier of relevant information concerning serious incident reports.

Comply with Supplier regulations on law and order, physical security and crime prevention related to occupancy of the installation.

**POC:** FRA, Law Enforcement 384-0825  
FWA, Law Enforcement 353-7886

**BASIS FOR REIMBURSEMENT:** Reimbursable: Receiver requested special security, to include equipment modifications and upgrades, that is above the Army's regulatory requirement for USAG-AK to provide.

Chaplain

**CHAPEL AND CHAPLAIN SERVICES**

**SUPPLIER WILL:** Provide pastoral and religious needs for all faiths within the military community. Provide support for worship and religious observance, religious education, pastoral care, visitation ministry, spiritual growth, lay ministry, stewardship, and social concerns. (Includes, but is not limited to: Child, youth and adult education, religious/moral counseling, baptisms, marriages, burials, and referrals to other religious centers for appropriate rites or ceremonies.)

**RECEIVER WILL:** Comply with the Supplier's directives pertaining to this service.

**POC:** FRA, USAG-AK Chaplain 384-2124  
FRA, Installation Chaplain 384-1468  
FWA, Installation Chaplain 353-9825/9826

**BASIS FOR REIMBURSEMENT:** Non-reimbursable.



Command Group

**COMMAND SUPPORT**

SUPPLIER WILL: Provide command support including oversight and management through the installation commander and the command element office staff.

Support DoD's Human Goals, with its emphasis on the infinite dignity and worth of the individual and the concept of equal opportunity.

Provide DoD support of fund-raising campaigns. *NOTE:* Campaigns will be limited to those authorized by DoDD 5035.1 (reference h) and its attachment, the Manual on Fund-Raising within the Federal Service, to appeals authorized by the President or Chairman of the Civil Service Commission, and to the military service aid societies.

RECEIVER WILL: Comply with applicable DoD, DA, local command and all other applicable statutes, rules and regulations.

**POC:** FRA, Chief of Staff 384-2180

BASIS FOR REIMBURSEMENT: Non-reimbursable

Directorate of Community Activities  
CHILD AND YOUTH SERVICES

**SUPPLIER WILL:** Provide quality daycare service for children of authorized personnel: Active duty military, including National Guard and Army Reserve personnel; DoD civilian employees; and contract employees. Supervise Family Child Care (FCC) homes. Provide special community programs through Supplemental Programs and Services (SPS). Provide centralized registration and training through SPS, to include teen baby-sitting and volunteer training. Furnish hot meals at least twice a day plus snacks. sponsor a program to support the morale of parents by providing a comprehensive, year-round activities program that offers developmental activity schedules that are based on the children's age and developmental level. Plan daily programs for all ages of children, regardless of the time in care. *NOTE:* Programs include full day, hourly care, part day preschool, toddler time, and outreach programs, such as "Romp 'N Stomp."

Provide off-site and on-site activities through a youth center which offers programs for young people in grades 1-12, to include a game room, dance studio, craft and activity room, snack bar area, gym and basketball court. (Off-site programs include scheduled day camps with field trips as well as before and after school programs.) Offer classes, which could include piano, guitar, karate, gymnastics and tumbling, ballet, jazz dance, and drafts.

Establish a sports program that could include baseball, softball, basketball, volleyball, soccer, wrestling, track, swimming, football, and cheerleading.

Provide employment, computer and homework tutoring, and outreach services.

Provide structured activities to youth (grades K-6), which support the health, interpersonal, knowledge, reasoning, creative, vocational, and self-awareness skills necessary to be successful in today's world. *NOTE:* Program includes before and after school care, full day, vacation, and summer camp activities. Activities may include recreational games, sports, instruction, arts and crafts, free choice play, and outdoor activities.

**RECEIVER WILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, Child and Youth Services 384-2031

**BASIS FOR REIMBURSEMENT:** Reimbursable; individual user fees.

Directorate of Community Activities

ARMY COMMUNITY SERVICES

**SUPPLIER WILL:** Provide prevention programs and services to enhance family readiness. Strengthen the coping abilities of Army families. Provide programs and services, to include crisis intervention, referral **and** follow-up, financial assistance, food locker, budget counseling/classes, relocation assistance, employment assistance, career planning, skill development workshops, family advocacy, and parenting/marriage enrichment classes. Provide assistance for special needs families, volunteer management and deployment assistance.

**RECEIVER WILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, Director 384-1502

**BASIS FOR REIMBURSEMENT:** Non-reimbursable; routine.

Directorate of Community Activities  
EDUCATION SERVICES

**SUPPLIER WILL:** Provide career counseling for all military personnel, their adult family members, DA civilians, and other personnel authorized under AR 621-5. Ensure all personnel are aware of entitlements, programs, and services available. Provide educational information. Discuss career options. Assist in planning personal and professional education goals. Provide other information and assistance as required.

Plan, process, organize, and control facilities, supplies, and equipment required to support individual and group training/education. Forecast training and education requirements. Inform personnel of available military educational opportunities (through on/off post civilian institutions), tuition assistance, commissioning programs, professional military education programs, and other programs enumerated in AR 621-5. Advise personnel on education services provided through other activities and agencies.

Advise individuals on military education goals. Research and advise individuals concerning their past education records. Evaluate and secure credit for military experience and other non-traditional forms of credit. Complete tuition assistance and VA forms. Affiliate with a Service Members Opportunity College (SOC). Assist applicants in enrolling in distance learning courses or degree programs. Prepare local college registration applications, financial aid, transcript requests, and other related services. Brief in-coming personnel on available education programs and services. Brief out-going personnel on Veterans Affairs (VA) benefits.

**RECEIVER "ILL":** Comply with Supplier's regulations and directives.

**POC:** FRA, Education Officer 384-0970

**BASIS FOR REIMBURSEMENT:** Reimbursable; tuition and/or user fees.

Directorate of Community Activities  
MORALS, WELFARE AND RECREATION ACTIVITIES  
(For DoD Personnel)

SUPPLIER WILL: Provide access to recreational facilities, which could include a gymnasium or a fitness center. Provide an athletic department that offers year-round team sports. *NOTE:* If possible, the fitness center should be equipped with a nautilus room, free-weights and exercise rooms, dry saunas, steam rooms, showers, volleyball, basketball, exercise bicycles, rowing machines, racquetball courts, and a pool. Outdoor programs could include golf, softball, tennis, soccer, and flag football.

Provide access to low-cost rental equipment, to include basketballs, softballs, badminton, volleyball and horseshoe equipment, pop-up and utility campers, tents, sleeping bags, stoves, lanterns, coolers, backpacks, and other camping essentials.

Make available special adventure outings and tours open to all installation personnel.

Provide access to recreational and general reference library services.

Furnish brochures, maps, guides, and information on tourist areas, parks, bus, train and airline schedules.

Provide access to arts and crafts equipment, classes, and discount supplies for craft activities such as ceramics, woodworking, framing, needlework, airbrushing, drawing, oil and watercolor painting, and other activities. Provide automotive instruction and machinery to assist in repairs.

Provide access to facilities, which could include a golf course and skeet/trap range. Maintain a listing of available entertainment facilities, community and recreational clubs, campgrounds and marinas, including locations, membership requirements and fees.

Provide vehicle and trailer storage for military personnel assigned and residing on USAG-AK installations if available.

*NOTE:* Reserve Component (RC) priority of Morale, Welfare and Recreation (MWR) support is IAW AR 215-1.

RECEIVER WILL: Comply with Supplier's regulations and directives.

**POC:** FRA, Community Family and Activities Manager 384-2053  
FWA, Community Family and Activities Manager 353-7311

BASIS FOR REIMBURSEMENT: Reimbursable; individual user fees

Directorate of Community Activities  
MORALE, WELFARE AND RECREATION ACTIVITIES  
(For **Non-DoD** Personnel)

SUPPLIER WILL: Provide access to a golf course, skeet/trap range, community and recreational clubs and skiing.

RECEIVER WILL: Comply with Supplier's regulations and directives.

**POC:** FRA, DCA 384-2017

BASIS FOR REIMBURSEMENT: Reimbursable; individual user fees.

Directorate of Community Activities

**SUBSTANCE ABUSE PROGRAM**

**SUPPLIER WILL:** Make available drug and alcohol abuse counselors to authorized personnel for discussion, guidance, and assistance. Operate substance abuse program IAW AR 600-85 with local command and USARPAC supplements. Identify substance abusers. Provide nonresident counseling, and drug education. Preserve the health of employees by providing appropriate counseling.

**NOTE 1:** This service is available to all active duty and retired military personnel, their family members, and Headquarters, Department of the Army (HQDA) and DoD civilians, both appropriated and non-appropriated fund.

**NOTE 2:** The requirement for certification of DoD alcohol and drug abuse counselors shall include sufficient knowledge and skills related to the core tasks required of rehabilitative personnel followed by an instructional course pertaining to substance abuse. Counseling shall be IAW DoDI 1010.6.

**NOTE 3:** It is the DoD policy to discipline and/or discharge drug traffickers and those alcohol and drug abusers who cannot or will not be rehabilitated, IAW appropriate laws, regulations, and instructions. USAG-AK will coordinate disciplinary actions through the Receiver.

**RECEIVER WILL:** Comply with all regulations and Supplier's policies in support of the Alcohol and Substance Abuse Program (ASAP) and rehabilitation.

**POC:** FRA, ASAP 384-1418  
FWA, ASAP 353-1377

**BASIS FOR REIMBURSEMENT:** Non-reimbursable

Directorate of Community Activities

TECHNICAL AND RESEARCH LIBRARY

**SUPPLIER WILL:** Provide a Technical Information Center containing reference and research material. *NOTE:* This includes such items as Army publications, DoD publications, Codes of Federal Regulations, and Federal Acquisition Regulations.

Make available government documents, technical reports, DoD publications, books, periodicals, and other printed material. *NOTE:* If an office requires repeated use or access to a specific material, the technical information center can purchase the material. Once purchased, the Supplier will charge the Receiver for the cost of the material, then permanently loan the material to the Receiver.

Purchase and maintain publications that are used in the accomplishment of the Receiver's mission requirements.

**RECEIVER WILL:** Maintain publications in current and usable condition.

Request special purchases during normal business hours

Comply with Supplier's regulations and directives.

**POC:** FRA, Military Occupational Specialty Library 384-0301  
FWA, Military Occupational Specialty Library 353-7297

**BASIS FOR REIMBURSEMENT:** Reimbursable; special purchases unique to Receiver requirements.



Directorate of Community Activities

TRANSIENT LODGING SERVICES

**SUPPLIER WILL:** Provide temporary duty lodging for authorized Receiver personnel when in official travel status. Provide off-post lodging referral service if on-post lodging is not available for dates required.

**Submit,** if required, a DD Form 139 (Pay Adjustment Authorization) to the Receiver's Finance and Accounting Office for collection of any unpaid lodging charges. **NOTE:** This process directly charges a debtor's pay account, and only applies to military service members.

**RECEIVER WILL:** Call the Lodging Office at applicable military post for reservations. Ensure that Receiver personnel provide a copy of their TDY orders and a valid ID card upon arrival. Ensure that availability or non-availability of government quarters is cited on TDY orders. Make hotel accommodations if government quarters are not available. **NOTE:** Reimbursement is required on an individual cash basis for government quarters provided.

Ensure appropriate deductions are made from military pay for any unpaid debt accrued while residing on Forts Richardson or Wainwright.

Ensure residents of Forts Richardson and Wainwright are subject to applicable post policies, AR 210-50, USARPAC and local command policies and supplements or changes thereto.

**POC:** FRA, Lodging 384-0436  
FWA, Lodging 353-7726

**BASIS FOR REIMBURSEMENT:** Reimbursable; individual cash basis for guest housing or transient accommodations.

**Directorate of Contracting**

**PURCHASING AND CONTRACTING SERVICES**

**SUPPLIER WILL:** Provide contract and contract administration services upon receipt of an acceptable requirements package, i.e. Purchase Request and Commitment (PRC), Performance Work Statement (PWS), etc.

Ensure that all contracts meet requirements of law, executive orders, regulations, and other applicable procedures, including **clearances** and approvals.

Review, evaluate, negotiate, award, administer and determine cost/payment of contractual transactions as required.

**RECEIVER WILL:** Submit funded Purchase Request (PR) via Prweb (AcquiLine) and required documents (PWS, technical exhibits, etc.) IAW USARAK Regulation 715-1 and changes thereto.

Comply with Supplier's regulations and directives.

**POC:** FRA, Procurement Analyst 384-7358

**BASIS FOR REIMBURSEMENT:** Customarily non-reimbursable (see Financial Provisions, paragraph 1).

Equal Employment Opportunity Office  
EQUAL EMPLOYMENT OPPORTUNITY SERVICES

SUPPLIER "ILL: Provide necessary Equal Employment Opportunity (EEO) services, to include counseling, complaint processing, technical assistance, and training to civilian personnel.

Provide notification regarding meetings of EEO Special Emphasis Program Committee sessions and other EEO sponsored meetings.

RECEIVER WILL: Promote and adhere to all EEO policies established by the Supplier.

Comply with AR 690 series, local policies and procedures, and all other applicable statutes, rules, and regulations.

POC: FRA, EEO 384-2080/2109/2034  
FWA, EEO 353-9063

BASIS FOR REIMBURSEMENT: Customarily non-reimbursable (see Financial Provisions, paragraph 1).

Inspector General Office

INSPECTIONS. INVESTIGATIONS AND COMPLAINT ASSISTANCE

SUPPLIER WILL: Provide assistance to Receiver personnel on issues presented to USAG-AK Inspector General (IG) IAW AR 20-1.

Conduct inspections as directed by USAG-AK. Assist with conduct of investigation IAW all applicable DoD, DA and Supplier regulations, as requested.

RECEIVER WILL: Present complaints/issues to USAG-AK IG for processing and resolution.

Perform general inspections of the element IAW Supplier's regulations and policies. Coordinate all other investigative matters with USAG-AK.

POC: FRA, Assistant Inspector General 384-0323  
FWA, Inspector General 353-6204

BASIS FOR REIMBURSEMENT: Non-reimbursable.

## Safety

### SAFETY AND OCCUPATIONAL HEALTH

SUPPLIER WILL: Administer a safety program that results in safe facilities, work areas, equipment, and work procedures. *NOTE:* This program consists of inspections, publications, audiovisual products, conducting safety meetings and briefings, investigation and reporting of accidents, and providing advice to supervisors and personnel.

Provide an occupational safety program for on post Receiver personnel. *NOTE:* This includes determination and application of standards and regulations, identification of hazards, hazard abatement, procedural and personnel actions.

Establish, maintain, and control a safety program IAW the Safety and Occupational Health Policy set forth in DoDD 1000.3, DoDI 6055.1, and AR 385-10.

RECEIVER WILL: Comply with federal, state, and local safety/health standards such as to provide a workplace free from recognized hazards that may cause death or serious physical harm to employees.

Ensure that employees comply with standards, rules, regulations, and orders applicable to their own actions and conduct. Comply with the Supplier's regulations and directives.

**POC:** FRA, Safety Office 384-2329  
FWA, Safety Office 353-7078

BASIS FOR REIMBURSEMENT: Non-reimbursable; on post inspections.  
Reimbursable; off post inspections include travel and per diem costs.

Staff Judge Advocate

ADMINISTRATIVE AND CIVIL LA"

SUPPLIER WILL: As appropriate and/or as otherwise authorized, provide advice on matters pertaining to property utilization, environmental issues, procurement and contracting, and personnel matters.

Provide services within established legal standards and guidelines which are equal to those provided to the Supplier's own personnel.

*NOTE:* Administrative and civil law support is only applicable to Army activities.

RECEIVER WILL: Comply with applicable regulations and directives.

**POC:** FRA, SJA 384-0420/0400  
FWA, SJA 353-6500

BASIS FOR REIMBURSEMENT: Non-reimbursable.

Staff Judge Advocate

CLAIMS AND LEGAL ASSISTANCE

SUPPLIER WILL: Provide legal support when otherwise authorized in the areas of claims and legal assistance.

Provide claims support and legal assistance to military personnel and their family members (assigned in Alaska) on the same level and basis as provided to Supplier's military personnel and their family members, as authorized by law or in accordance with applicable regulations.

Provide claims and legal assistance to DoD civilian personnel, as authorized by law or in accordance with applicable regulation.

RECEIVERWILL: Request assistance as needed. Comply with Supplier's regulations and directives.

**POC:** FRA, SJA 384-0371  
FWA, SJA 353-6534

BASIS FOR REIMBURSEMENT: Non-reimbursable

Staff Judge Advocate

COURTS **MARTIAL** JURISDICTION

SUPPLIER WILL: Exercise courts martial jurisdiction over Army military personnel when applicable.

RECEIVER WILL: Request Supplier to publish orders attaching Army military personnel to USAG-AK for purposes of exercising courts martial jurisdiction.

Reimburse Supplier for actual cost incurred in prosecuting courts martial, e.g., witness fees, travel expenses, etc.

Request assistance as needed

Comply with Supplier's regulations and directives.

POC: FRA, SJA 384-0300/3997  
FWA, SJA 353-6512

BASIS FOR REIMBURSEMENT: Reimbursable; actual costs associated with courts martial proceedings, i.e. witness fee, travel expenses, etc.